

## **Training Matrix – Tech and Events Crew – Student Staff**

### **Mandatory Training**

Mandatory onboarding and induction training	
Training title	Content
Licensed Trade Induction	At an SU venue, led by managers in the Licensed trade team and HR. Presentation and group work.
Fire evacuation training	At SU building, led by Trading Services venue operations manager.

Online training	
Training title	Information
Lone working	What is Personal Safety?; Practical Planning; Staying in control in difficult situations; Working alone
Manual handling	Your back during Manual Handling; Daily Tasks; LITE Assessment; Techniques
Working at heights	Working at Height; The Risks; Choosing Equipment

Job role training	
Training title	Content
Tech team training	Tech basic training presentation, tour of tech balcony, basic introduction to equipment and processes

### **Knowledge and tasks you will complete whilst at work:**

Area	Tasks/Knowledge
Practical Working at Heights Training	Ladder and Tallescope safety training. Knowing the risks and safety measures associated with working at heights.
SU Tech	Briefed on general SU setup and balcony rules. What is expected of Tech & Events during SU shifts. Briefed on Tommy's setup.
Medicine Tech	Briefed on general Medicine & Stumble Out setup. What is expected of Tech & Events during Medicine shifts.
Packhorse Tech	Briefed on general Packhorse setup. What is expected of Tech & Events during shifts at The Packhorse.
Cable Identification Training	Identifying when and where it is applicable to use certain cables. Properties of certain cables. Briefed on general power management.
DJ Set-Up SU Main Stage	Full DJ setup. Lighting setup. Briefing on the amp rack, and signal flow.
DJ Set-Up Tommy's	Full DJ setup. Lighting setup. Briefing on Tommy's amp rack and signal flow. Briefed on Tommy's audio matrix.
DJ Set-Up Medicine	Full DJ setup. Lighting setup. Briefing on Medicine general audio matrix setup.
Venue Dressing	Full décor setup in the SU. Capable of correctly hanging drapes, flags, cammo netting and assemble a working balloon drop.
Function Night Set-Up	Setting up the portable PA, confidently meeting the tech requirements of a function night.
Full Club Night Shift	Confidently set up the main stage, Tommy's and outside door entry, within an efficient timescale, per the events requirements. Confidently pack down the venue, returning equipment to original place, within an efficient timescale.
Lighting Desk Basics.	Be able to operate the lighting desk and manipulate lights per the events requirements. Know how to load a show file and change colours, Gobos and movements during a club night.

Sound Desk Basics	Be able to operate the sound console and manipulate audio per the events requirements. Know how to load a show file, locate channels and send audio from a source to a bus. Understand the sound consoles workflow and layout.
Projector Set-Up	Setup the projector to correct source and position correctly. Operate a visuals software and manipulate visuals accordingly.
Production Setup	Work a setup shift for a production, liaising with a society and the tech supervisor to prepare the event.

### Further training opportunities

Training title	Information
Society Production and Event Experience	Work a society or external production in the SU auditorium. Dress the venue per productions requirements. Work alongside and liaise with an external team professionally, meeting the requirements of the event.
Sound and Lighting Cue Sheets	Have the ability to understand and use lighting and sound cue sheets. Work alongside a Stage Manager to fulfil sound and lighting requirements.
Advanced Event Equipment Operation	The setup and operation of Lasers, Confetti Cannons, Bubble Machines or Snow Machines on larger scale events such as Freshers, Refreshers, Blowouts or Summer Ball.
PAT Testing	Have an understanding of what PAT testing is and why we PAT test equipment. To be able to carry out visual inspections of electrical equipment and cables. Reporting to technical manager if there is a fault with an electrical appliance.
Cable Making/Repair	Have an understanding of how to make a cable. The properties and components of certain cables. To be able to repair a cable if necessary.
Equipment Maintenance	Be able to correctly maintain and handle equipment to avoid damage. Make repairs if necessary. Be able to identify when equipment is at fault and report it to a supervisor.
Coffee House Sessions Shift	Complete a CHS shift, with a portable PA setup. Liaise with artists in a professional manor and meet their demands. Manipulate audio and use FX appropriately, mixing to a professional standard.
Rigging Safety Training & Experience	Have an understanding of safety measures when rigging, weight loading and knowledge of equipment. Able to demonstrate the ability of flying equipment/truss.
Advanced Lighting Engineering	Attend an advanced lighting training workshop.
	Be able to programme and manipulate lighting to a professional standard
	Creating and editing your own lighting show file.
	Creating colours, recording movements and locations to faders.
Advanced Sound Engineering	Attend an advanced sound engineering training workshop.
	Be able to professionally mix a performance, manipulating EQ and compression, to improve audio fidelity.
	Using busses for FX such as reverb or delay.
	Be able to mix separate monitor mixes and ring out monitors to avoid feedback.
	Use correct microphone techniques when capturing audio. Know the properties of certain types of microphones.

*Supervisor training programme and Duty Manager Development programme information is available when we recruit student staff for these opportunities. These opportunities occur in November and February each year. For more information please contact your line manager.*