



Casual Technician

Job Description and Person Specification

Zone	Community Zone
Reports to	Technical and Facilities Lead
Hours	Flexible - normally between 2 - 20 hours per week

Purpose of the job

Surrey Students' Union is the sole representative body for University of Surrey students. We represent over 16,000 students at every level of their university experience, led by a team of elected student representatives and a dynamic staff team.

We're looking for Casual Technicians to join our team. Our Casual Technicians' supports the delivery of events and venue operations across the Students' Union and associated campus venues, assisting with audio, visual, lighting, staging, and general event infrastructure during setup, operation, and pack-down.

The role also supports society equipment bookings, including preparing, issuing, tracking, and maintaining technical equipment, while ensuring storage areas remain organised and operational. In addition, the Casual Technician assists with society-led events in University Hall and other campus spaces, helping ensure activities are delivered safely and in accordance with venue procedures and health & safety requirements.

Key Responsibilities

Event & Technical Support

- Assist with the setup, operation, and pack-down of events across Students' Union venues and campus spaces
- Assist with the operation of sound, lighting, AV, staging, and other technical systems where required
- Support visiting performers, suppliers, production teams, and event organisers
- Ensure event spaces are presented to a high operational and safety standard

Society Event Supervision

- Supervise society-led events within University Hall and other approved campus venues

- Ensure society setups and activities are conducted safely and in accordance with venue regulations and risk assessments
- Act as Fire Warden during events where required
- Respond appropriately to incidents, emergencies, or safety concerns and escalate issues to management when required

Equipment & Maintenance

- Support the society equipment booking process, including issuing, receiving, and tracking equipment
- Prepare technical equipment for events and bookings
- Carry out basic maintenance, testing, and fault reporting on technical equipment
- Maintain clean, organized, and safe technical stores and workspaces
- Able to work independently and as part of a team

Hours of Work

Hours are offered on a casual, event by event basis and may include evenings, weekends, and bank holidays

• Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
Relevant A-Levels or equivalent, eg. English, Media and Communications, or Art & Design		X		
Experience				
Experience with audio, lighting, or AV equipment preferred	X		X	X
Strong communication and teamwork skills				
Ability to work under pressure in fast-paced event environments				
Flexible availability including evenings, weekends, and late nights				
Manual handling capability and willingness to undertake physical work				

Experience working in theatre, live music, nightclub, or events environments		X		X
Knowledge				
Basic understanding of live event production and technical systems	X		X	X
Understanding of fire safety and emergency procedures		X		X
Knowledge of digital audio consoles, lighting desks, or video systems		X		X
Skills				
Full UK Driving License		X		X
Strong communication and teamwork skills	X		X	X
Manual handling capability and willingness to undertake physical work	X		X	X
Ability to work under pressure in fast-paced event environments	X		X	X
Values, attitudes and personal style				
Reliable and punctual	X		X	X
Strong attention to detail	X		X	X
Safety-conscious and responsible	X		X	X
Positive attitude and willingness to learn	X		X	X
Flexibility and adaptability	X		X	X