

Role: Support Technician - Conferences

Reports to: Technical Production Manager - Confex Technical Services

Location: Scottish Event Campus, Glasgow, site-based role

Role Summary

As Support Technician - Conferences, you'll work within the Technical Team to support the delivery, set-up and breakdown of a wide range of events across the SEC campus. You'll assist with staging and furniture, venue maintenance and logistics preparation, helping to ensure every event runs safely, smoothly and successfully. This is a physically active role that demands strong health and safety awareness, excellent teamwork and a flexible, positive approach to problem-solving. You must be willing to work flexible hours, including evenings, weekends and public holidays, and occasional night/overnight shifts may be required.

Key Responsibilities

Event Support & Technical Delivery

- To set up room layouts to the highest possible standard in a safe and effective manner.
- To plan room changes in a safe and effective manner to meet client requirements.
- Committed to the personal development of yourself and others around you.
- To adopt the integration of technology and digital processes in the Technical Services Team ensuring appropriate systems are in place for effective Technical Services.

Venue Maintenance & Equipment Care

- Ensure all equipment is used safely and maintained to a high standard.
- Carry out regular checks, maintenance when required as part of the planned maintenance programme and report faults on technical systems and infrastructure.
- Help manage technical stores and ensure tidy, safe storage of gear.
- To assist with the management of the technical equipment inventory.

Health, Safety & Compliance

- Follow safe working practices in accordance with campus health and safety policies.
- To ensure that all functions are carried out in accordance with current legislation, standards and codes of practice and to proactively identify risks and ensure that Risk Assessments are undertaken for all Technical Operations.
- To ensure the campus is kept compliant by ensuring documents are completed including timesheets, health and safety risk assessments and method statements.

Teamwork & Collaboration

- To oversee the technical operations carried out by temporary members of the team, ensuring they are well-informed, safe and compliant with any company procedures.
- Respond flexibly to the needs of different events.
- Maintain clear communication with colleagues, partners, contractors and customers to ensure the efficient running of all events and activities at the SEC.

Desirable Skills and Experience

- Experience supporting events in live entertainment or similar environments.
- Experience in a technical production, event delivery, or venue operations role is desirable.
- Awareness of health and safety regulations; MEWP and working at height experience desirable.
- Experience in forklift truck driving would be useful.
- A valid IPAF ticket would be desirable, but all required training would be provided.
- Ability to adapt to a variety of event types.
- A proactive, practical approach and strong problem-solving skills.

Key Competencies

- Teamwork and adaptability.
- Attention to detail and commitment to quality.
- Good communication and interpersonal skills.
- Physical fitness for manual handling tasks and equipment setup in a fast-paced environment.