

Job Description

Post Title: Performing Arts Technician

Grade: H4

Purpose of the Role

You will be responsible for supporting the delivery of bespoke programmes across the school. As a technician, you will play a key role in inspiring, encouraging and helping to advance young people by managing equipment and supporting sessions that improve their personal and professional skills, using creative production to promote the school with the wider community.

You will lead in the managing of performing arts equipment, communicating with the curriculum team supporting planning, implementing and delivery of lessons; ensuring that all are delivered effectively to achieve maximum impact.

Areas of responsibility

- Taking responsibility for preparing lighting and sound for all performances (in and out of school hours) and careful return and storage of equipment.
- Operating lighting and sound for all performances.
- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction and painting of sets.
- Care and maintenance of all equipment (lanterns, lighting board, computers etc) including setting up and maintaining an inventory and managing the 'on loan' system.
- Advising on the purchase of equipment.
- Supporting students in the recording/delivery of coursework.
- Assisting with the recording (video/audio) of actual performances and subsequent editing and copying.
- Managing the catalogue of performance evidence to support examination.
- Liaising with the community for events (in and out of school).
- Responsibility for safeguarding and promoting the welfare of children
- Assist and support performing arts staff and students in the use of performing arts equipment including computer-based software for teaching and learning purposes
- To report any malfunction of equipment or software upon discovery to head of performing arts.
- To be responsible for maintaining and securing all equipment listed on the performing arts inventory.
- To attend training courses on the use of equipment and systems as agreed with the head of performing arts.
- To be fully conversant with health and safety protocols and ensure they are adhered to at all times.
- To report any concerns about health and safety to the line manager.
- To oversee student technicians in peer-led learning.
- To lead the development of technician teams for any in house production work (such as drama and dance clubs) through the running of Technical Theatre Club.
- To assist with/encourage/lead set design and construction where required.
- To provide technical support for assembly work when requested.
- To support external bookings where technical facilities are required.

Personal Qualities

- Ability to communicate with people of all levels
- Enthusiastic about Drama and Dance and the promotion of it within the school
- Ability to organise and prioritise tasks
- Willing to work to flexible hours when required for after school events

To take part in:

- Professional development and training
- Established performance management process
- Any other reasonable duties as requested by the Head of Performing Arts

Skillset

Essential:

- Experience with lighting and sound technical operation
- Highly organised
- Ability to work under time restraints

Desirable:

- Experience of designing lighting and sound from their interpretation of a set script

It is expected that the post holder will actively help to maintain the Trust's aims and continue to enhance its standing within the local and wider community.

The post holder has a responsibility to actively implement the school's commitment for the safety and welfare of young children/young people.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.