



Job Description

Post: Performing Arts Technician

Salary/Grade	Grade 4 (18-21) £16,804 – £17,946 per annum pro-rata
Responsible to:	Head of Performing Arts
Working time:	Full-Time (36 hours per week) term time only + 20 days.

Main purpose of the post:

- To provide lighting and technical support for performance, including rigging, operating, design, maintenance and repair.
- To support the teaching and delivery of all courses and performances in the Performing Arts Department with a focus on the management of Performing Arts resources.
- To provide technical and creative support for staff and students in the Performing Arts Department.
- To provide set design and construction for shows, workshops, exams and performances.
- To provide lighting and technical support for performance, including rigging, operating, design, maintenance and repair.

Main duties:

1 Operational/Strategic Planning

- 1.1 Contribute to setting standards in the Department's annual Self Assessment Report and action plan in line with the College's planning and quality assurance procedures.

2 Teaching/Training

- 2.1 To work with small groups or on a one-to-one basis with students in the theatre/studio/classroom and provide additional support in and out of lessons.
- 2.2 To support students and staff during all productions and performances where technical support and guidance is required.
- 2.3 To contribute to the College's enrichment activities, productions and public performances and support the Department's High Grade Strategy.

3 Curriculum Provision and Development

4 Staffing

- 4.1 To work collaboratively as part of a team to share good practice.

- 4.2 To work flexibly providing cover for absent colleagues when required.
- 4.3 To participate in continual professional development and coaching and mentoring to enhance and share good practice.
- 4.4 To work flexible hours in negotiation with the Head of Department to accommodate curriculum and enrichment activities across the department.

5 Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the Safeguarding policy/procedures and Prevent Strategy.
- 5.2 To manage and monitor Safe Practice/Health and Safety regarding use of equipment and to keep records of the Safe Practice Agreements within Performing Arts.

Discipline

- 5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

Learner Involvement

- 5.3 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

6 Quality Assurance

- 6.1 Contribute to the Self Assessment Report and Quality Improvement Plan within the Department.
- 6.2 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.3 Keep a professional development file to record personal training and development.

7 Equality and Diversity

- 7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

8 Management Information and Administration

- 8.1 To support the staff with administration of courses, applying for and updating licenses and the maintenance of the Performing Arts VLE.

9 Communications

- 9.1 Attend College events, briefings and meetings as part of the College's meeting schedule.
- 9.2 Use the College's systems, policies and procedures to communicate issues as necessary.

10 Marketing and Liaison

- 10.1 Contribute to the marketing and promotion activities of the College and the Department.

11 Management of Resources

- 11.1 To show personal drive and motivation and organise a work schedule in consultation with the teaching staff and Head of Department to ensure all tasks are completed to required timescales and quality standards.
- 11.2 To provide technical support for staff and students with the use of the following resources/equipment:
- Lighting desk
 - Lighting rig and equipment
 - Camera and video editing equipment
 - Apple Mac workstations and related software e.g. Final Cut Pro
 - PA systems for all performances
 - Staging, props and costumes
 - And to remain abreast of new developments and innovations in technology
- 11.3 To set up, operate and maintain lighting, video and audio systems, staging and set and all ancillary Performing Arts equipment.
- 11.4 To be responsible for the general maintenance of the theatre, dance studio and green room and the Performing Arts environment, liaising with Site Staff when necessary and ensuring rooms are set up for teaching as required.
- 11.5 To create and maintain stock records, completing an annual audit of all lighting equipment, costumes, props, set construction materials and tools. To assist with the sourcing, ordering and creation of resources ensuring the most cost effective options are explored and financial procedures are followed.
- 11.6 To be responsible for the organization and recording of presentations and performances for examination and moderation purposes and the transfer to suitable media for playback and to create an archive of students' work.
- 11.7 To be responsible for editing and duplication of performances using Final Cut Pro (*or College equivalent*) and create finished DVDs for all Performing Arts courses.

12 Health and Safety

- 12.1 Carry out the role of Performing Arts Department Fire Marshall
- 12.2 Carry out Departmental Risk Assessments.
- 12.3 Comply with the Ashton Sixth Form College Health and Safety Policy and the written arrangements for Health and Safety.

13 Other

- 13.1 Contribute to the College mission and ethos and support the aims and objectives of the College.

- 13.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health & Safety across the College.
- 13.3 Undertake any other duties of an equal nature as assigned by the Principal or designated alternate.



Person Specification

Post: Performing Arts Technician

Responsible to: Head of Subject PERFORMING ARTS

EXPERIENCE, PERSONAL QUALITIES, ABILITIES AND SKILLS	DESIRABLE	ESSENTIAL
1. Experience in providing lighting for performance. Experience with rigging, operating and lighting design, maintenance and repair.		✓
2. Ability to design and create sets for performance		✓
3. Knowledge and understanding of Health and Safety in a theatre environment (including risk assessments)		✓
4. The ability to operate digital video and stills equipment and to take responsibility for creating an archive of DVDs, photos, posters, exams/ performances		✓
5. Knowledge/use of media software programmes, for example, Final Cut Pro.		✓
6. Ability to work on a one to one basis with students and in small group tuition/ enrichment classes.		✓
7. Flexible in approach to work		✓
8. The ability to work independently and use initiative/be pro-active.		✓
9. Able to demonstrate problem solving abilities		✓
10. Willing to undertake further training/ CPD to expand subject knowledge		✓
11. Stage Management experience	✓	
12. Industry Experience	✓	
13. Qualified to at least A-Level or equivalent or hold an equivalent qualification in a relevant subject.	✓	
14. Experience in providing sound for performance	✓	