



**Ursuline**  
**High School**  
WIMBLEDON

## **URSULINE HIGH SCHOOL**

### **TECHNICIAN FOR THE ARTS FACULTY (MUSIC, ART & DRAMA)**

#### **JOB DESCRIPTION**

**Post Title:** Technician for the Arts Faculty (Music, Art & Drama)

**Grade:** ME6, points 18 – 21, £19,917 - £21,984 (pro rata at 92.85%)

**Responsible to:** Head of Arts Faculty

**Date:** August 2018

The Arts technician will be required to work either full time or school term time plus three weeks during the school holidays (a total of 42 weeks). Time off in lieu will be arranged when working evenings for performances etc.

#### **General Duties (in Music/Art/Drama) :**

- Maintain all displays in the St Angela's Art Centre and across the school
- Upload resources, upload students' work and maintain the Music/Art/Drama sections on the VLE and the school computer network
- Order resources
- Receive and check stock deliveries and sign-off for payment
- Maintain an accurate inventory of faculty equipment
- Manage stock control of consumables
- Produce promotional materials for Faculty events
- Liaise with the Marketing officer/School Office re. Faculty events
- Routine cleaning, maintenance and repair of equipment
- Provide technical advice to staff and assist students where appropriate in and out of class
- Liaise with the Technology Technician regarding cross-faculty activities such as Arts and Enterprise Week.
- Deal with such other tasks consistent with this level of responsibility as they may be required
- Work within the ethos of the school in a positive and helpful manner
- Undertake such other duties as may be required by the Headteacher or Head of Faculty

## **Departmental Duties:**

### **Performing Arts:**

- Provide technical support in the annual school production (Sound/Lighting/Stage Management etc.)
- Assist with the rehearsal process and creating props/costume etc. for the school production
- Provide technical support for the BTEC Performing Arts course
- Complete recordings of students work (video/audio) as appropriate

### **Music:**

- Record and collate GCSE students' controlled assessment performances
- Maintain musical equipment as appropriate
- Complete administration relating to instruments loaned to students
- Provide technical support with sound/lighting at concerts and record the performances
- Co-ordinate parapatetic Music timetable with staff and students

### **Drama:**

- Video GCSE and A Level workshops and performance exams
- Collate and copy all recorded material onto VHS/ DVD as required by the examination boards
- Assist Head of Drama and students with designing, administering, sourcing, hiring or purchasing set, costume and props for Drama Performances
- Assist Head of Drama and students with all technical aspects of Drama performances (lighting/sound etc.)

### **Art:**

- Assist Art Teachers and students in lessons as appropriate
- Oversee the safe storage of students' work
- Prepare for GCSE and A Level moderation by labelling and displaying student work and creating floor plans etc.
- Assist with preparations for the Annual Art Exhibition