

**JOB DESCRIPTION**

**PERFORMING ARTS & EVENTS TECHNICIAN**

**Support for Performances, Shows and Events**

* Provide technical support for school plays, house drama and music performances at the Senior School and provide support and advice at the Prep School
* Provide technical assistance for whole school events and open days
* Provide assistance for Drama examination students doing technical modules within GCSE and A level
* Contribute to design and construction of sets

**Resources**

* Props, wardrobe, audio visual equipment, DVDs, managing electronic recordings
* Maintenance of lighting and sound equipment
* Record and edit video of productions, maintain a record and store appropriately
* Co-ordinate purchase of resources including overseeing orders and costings

**Support for Teaching and Learning**

* Technical support and maintenance of equipment for all examinations, coursework and presentations in Years 7 to 13
* Willingness to train and lead students in all forms of technical drama matters
* To run a club teaching Theatre Tech to students

**Health and Safety**

* Health and Safety in Drama: assisting the Head of Department in ensuring that all Drama spaces are compliant with health and safety regulations, including:
	+ Electrical (BS7671:2008)
	+ The Lifting Operations and Lifting Equipment Regulations 1998
	+ Ensuring all set is built correctly
	+ Item storage (tools, paint, set, props, costume)

**Working Hours**

The hours of work are 8.30 am to 5.00 pm Monday to Thursday, 8.30 am to 4.30 pm Friday, 37 hours per week for 39 weeks per year. However, we will require some flexibility as you will be required some evenings, or weekends during performances, rehearsals and school events. This must include all school term days and additional days to be worked throughout the school holidays. We would ask that several of your additional days are worked before the beginning and at the end of each term. You will be entitled to 4 weeks paid holiday each year to be taken in school holidays.



**PERSON SPECIFICATION**

**PERFORMING ARTS & EVENTS TECHNICIAN**

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| **Qualifications and Experience** | Experience of working in a similar role and knowledge of lighting and sound systems would be advantageousUnderstanding and knowledge of the education sector would be desirable but not essentialA qualification in stage management, lighting and audio would be desirable |
| **Skills** | Excellent IT skills, with good knowledge of L2400 sound desk Mac and PCExcellent organisational skills and the ability to assist with utilisation and maintenance of drama equipment.Good interpersonal and communication skillsFlexibility and a willingness to work across disciplines |
| **Personal Qualities** | A team player, willing to be flexible and adaptablePersonal warmth with ability to build good rapport with pupils, colleagues, parents and visitorsAbility to plan, prioritise and manage workload on own initiative in an environment of conflicting demandsAbility to work under pressure and meet deadlinesMethodical and accurate with attention to detailCalm and adaptable with an ability to work within a flexible and busy environment |
| **Philosophy and Ethos** | A commitment to safeguarding and promoting the welfare of children and young peopleAbility to form and maintain appropriate relationships and personal boundaries with childrenSupport for the strategic direction of the school |