**The BRIT School**

**JOB DESCRIPTION**

**Job Title :** Director of Technical Theatre Arts & Production

**Reporting to :** Assistant Principal

**Staffing Responsibilities :** Production Manager (Production Resources)

Technical Manager (Production Resources)

Stage Manager

Assistant Director

TTA Teaching Staff

TTA Instructor/Assessors

TTA Technicians

**Salary :** MPS/UPS + TLR 1.2

**Purpose of Job :**

* To undertake the management responsibility for the Technical Theatre Arts departments to ensure its progress throughout the school
* Be the strategic lead to support the production output within the TTA area of the School and support the production resources department with the quality assurance of the School’s technical theatre resources and facilities.
* To lead staff and students within the agreed TTA curriculum in accordance with the school’s management policies and ethos and mission statement.

**Main Activities and Responsibilities**

* To lead and manage the department in planning, developing, delivering and assessing of all courses.
* To plan, prepare and deliver lessons in Technical Arts according to the department’s schemes of work.
* To monitor, assess and record work according to departmental criteria.
* To report to students and parents, through documentation and by attendance at consultation and open evenings.
* To guide students’ academic, personal and professional development, as a tutor, in accordance with the school’s guidelines and procedures.
* To supervise the carrying out of plans for NQT’s and BT’s who are attached to the department
* To lead department meetings and agenda items
* To represent the department at managerial meetings within the school.
* To advise the Senior Leadership Team of the successes, challenges and development plans for the department
* To promote events and showcases that display, advertise and promote the Department and the work of the whole school.
* To manage staff induction and training, including Performance Management.
* To support the production manager to ensure the utilisation of production and technical resource across the school is effective, efficient and fair
* To coordinate the evaluation of the events within production and exhibition schedule ensuring best practice is shared and action points are implemented
* To line manage the production manager and technical manager and support in the effective delivery of the School’s production and exhibition schedule.
* To manage the budget for TTA in an efficient manner
* To maintain an up to date awareness of the subject area, sector skills professional bodies, education/industry advances and personal and professional development
* To attend a proportion of school events and productions to support learners and staffing team (this will include some evening and weekend work)
* To attend school and departmental meetings and INSET.
* To support and promote the school and department code of practice regarding discipline, professional conduct and equality of opportunity.
* To exercise a commitment to the school’s mission statement and stated ethos.
* To exercise a commitment to the school’s equal opportunities policy, health and safety policy and all other current school policies
* To undertake any other duties or delegated one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

**PERSON SPECIFICATION**

**Director of Technical Theatre Arts and Production**

**Education & Training**

* Qualified Teacher Status is desirable but not essential
* Proven ability in teaching n a School or in Further/Higher Education environment.
* Proven ability in leading staff in the delivery of technical theatre arts in a School or in Further/Higher Education environment.

**Experience**

* Proven track record of working in the theatre, event or technical production industry, in a technical, design or management capacity
* A proven ability to lead a team of both professional teaching staff and support-staff from an industry background, in an inspiring and positive fashion achieving high levels of outcomes
* A good network of professional peers and contacts with a view to establishing and growing vocational opportunities for students.
* An ability to assist students on a vocationally focussed course to identify and pursue opportunities for their career development and/or further education
* Successful evidence of delivering a differentiated curriculum to students with a wide range of needs
* Proven ability to use ICT in the organisation and management of their role.
* A good working knowledge of industry standard software, systems working practises
* Evidence of responsible, effective and motivated tutoring skills

**Knowledge, Skills and Qualities**

* A good awareness of current best practice in the rigging and installation of lighting, audio, video and staging systems and equipment.
* A good overview understanding of process within stage management, costume design, make-up, lighting, video content and scenic design, within a theatre, music, dance, television and event environment.
* A continued understanding of the developments and advances in technology, within the theatre, events, television and production industries.
* Evidence of the ability to work co-operatively with multi-disciplinary professionals.
* Evidence of the ability to consult and seek advice and professional support as necessary
* Attention to detail and accuracy

**Personal Qualities**

* A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.
* Excellent communication and organisational skills
* A strong sense of teamwork with the ability to manage at all levels within the school.
* A flexible work ethic to meet the needs of the department
* An empathy with the use of the Arts in education