

Job Description: Visual and Performing Arts Technician

Salary Scale: Scale 5 - £24,135 - £26,136

Section A: Job Purpose Provide a comprehensive technical support service for the Visual and Performing Arts subjects (Art, Music and Drama)
Provide technical support for assemblies and other whole-school events.
Be responsible for the theatre, art studios and music technology studios

Section B: Accountable to Director of Learning for Visual & Performing Arts and PE

Section C: Accountable for None

Section D: Key Accountabilities and Tasks

Hours of work: 8am – 4pm

Accountabilities	Tasks
Maintenance of performing and Visual arts equipment and environment to a high standard, with particular regard for health, safety and security	<ul style="list-style-type: none"> ▪ Maintain standards of health and safety and security in the Visual and Performing Arts areas, in accordance with school/LA policy ▪ Maintain and repair Music, Music Technology, Art technical resources and Drama technical resources and equipment, ensuring tidiness of storage areas ▪ Be responsible for technical performing arts equipment in the theatre, music technology spaces and recording studio ▪ Be responsible for art rooms, kiln and photography room. ▪ Ensure that repairs and maintenance of musical instruments are carried out as required ▪ Maintain the theatre as a resource not only for the school but also for the wider community and provide technical support as required during performances in liaison with the Director of Communication
Preparation and management of resources	<ul style="list-style-type: none"> ▪ Assist the subject leaders of Drama, Music and Art in the ordering and maintenance of stock and liaise when required, with outside agencies and suppliers ▪ Prepare and manage the display of students' work in the visual and performing arts areas ▪ Manage the uploading and secure storage of video and audio records of students' work, including examination coursework ▪ Liaise with the Data Manager as required to ensure that all

	<p>necessary multi-media software is available on the ICT network</p> <ul style="list-style-type: none"> ▪ Develop and maintain responsibility for the archive of student's Art work ▪ Be responsible for the AV set up of daily assemblies, INSET training and any other whole school meetings or events
Provision of practical assistance and support to students and staff	<ul style="list-style-type: none"> ▪ Provide in-class support to teaching staff and students in specific timetabled lessons and out-of-school clubs ▪ Provide technical assistance to students to enable them to complete coursework and assessments ▪ Monitor the booking system for the use of the theatre and liaise with the lettings manager as required with regard to external bookings ▪ Manage and operate sound production and audio hardware, recording equipment and carry out recording sessions to support curricular and extra-curricular work ▪ Support staff and students in their work by using AV equipment, SMART boards and a range of professional music software packages including Sibelius and Logic ▪ Provide technical support during performances and productions held on and off site by Regent High School as required ▪ Provide technical support to projects organised outside of term time as required
Other	<ul style="list-style-type: none"> ▪ Undertake any other duties within the scope and purpose of this post as directed by the line manager

PERSON SPECIFICATION – VISUAL AND PERFORMING ARTS TECHNICIAN

A: Application

I: Interview

T: Task

R: Reference

QUALIFICATIONS/TRAINING	
<ul style="list-style-type: none"> Good standard of general education including GCSE English and Maths at grade C or above or equivalent. 	A
<ul style="list-style-type: none"> Evidence of having completed Technical Performing Arts training at NVQ level 3 or above (or equivalent) 	A
<ul style="list-style-type: none"> A sound understanding of Theatre and Music Technology 	A / I / T
<ul style="list-style-type: none"> A sound understanding of Art and its applications is required 	A / I / T
<ul style="list-style-type: none"> A sound understanding of the role of technical support in the visual and performing arts with particular reference to the specific demands of visual and performing arts in a school setting 	A / I / T
EXPERIENCE	
<ul style="list-style-type: none"> At least one year (including training period) of experience relevant to the post 	A / I
<ul style="list-style-type: none"> Experience of working in an educational setting would be an advantage 	A / I
<ul style="list-style-type: none"> Experience of working as part of a production team 	A / I / T
<ul style="list-style-type: none"> Proven experience of managing technical rehearsals and performances including the operation of sound and automated lighting boards 	A / I / T
<ul style="list-style-type: none"> Experience of working with digital film editing 	A / I
<ul style="list-style-type: none"> Experience recording and mixing inexperienced musicians from soloists to large ensembles 	A / I
SKILLS/ABILITIES/KNOWLEDGE	
<ul style="list-style-type: none"> Ability to operate theatre and music technical resources 	A / I
<ul style="list-style-type: none"> Knowledge of AV equipment and its maintenance 	A / I
<ul style="list-style-type: none"> Ability to operate art technical resources and prepare materials 	A / I

<ul style="list-style-type: none"> Ability to establish and maintain effective working relationships at all levels, whilst demonstrating a flexible approach 	A / R
<ul style="list-style-type: none"> Good interpersonal skills with the ability to communicate effectively, both orally and in writing, with people of all levels 	A / I / T
<ul style="list-style-type: none"> Ability to work as member of a team within the environment of the school's extended community 	A / I
<ul style="list-style-type: none"> Good ICT skills including specialist Art ICT software, word-processing, spreadsheets and databases and experience using a range of professional software packages relevant to performing arts 	A / I
<ul style="list-style-type: none"> Ability to maintain accurate digital records and filing systems 	A
<ul style="list-style-type: none"> Ability to work unsupervised under pressure and ensure that deadlines are met 	A / I / T
<ul style="list-style-type: none"> Awareness of responsibilities in areas of Health & Safety, and the ability to train and take on First Aid responsibilities 	A / I / T
<ul style="list-style-type: none"> Up to date knowledge of guidance in relation to working with, and the protection of, children and young people 	A / I
BEHAVIOURS	
<ul style="list-style-type: none"> Proven competence in working independently as part of a team 	R
<ul style="list-style-type: none"> Proven competence in working in a positive and energising manner 	R
<ul style="list-style-type: none"> Proven competence in showing grace under pressure / leading and managing change 	R
<ul style="list-style-type: none"> Proven competence in problem solving 	R
<ul style="list-style-type: none"> Proven competence in achieving successful outcomes 	R
<ul style="list-style-type: none"> A satisfactory health, punctuality and attendance record * 	R
COMMITMENTS	
<ul style="list-style-type: none"> Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community 	A
<ul style="list-style-type: none"> Commitment to the community ethos of the school 	I
<ul style="list-style-type: none"> Commitment to your own continuing professional development 	A
<ul style="list-style-type: none"> Willingness to undertake evening or weekend work as required for projects or events, with time in lieu organised with the line manager to create flexible working hours 	A / I

* This information will only be requested after an offer of employment has been made