



JOB DESCRIPTION

Performing Arts Technician

JOB PURPOSE

The performing arts technician provides technical support to designated staff in all areas across the Languages, Literature and Performing Arts (LLPA) Faculty. The post holder will have technical expertise in the use of computer-based technologies, data projectors, microphones, amplification, mixing, wireless and other sound technologies as well as stage lighting, rigging, patching and operation of lighting desks. The post holder will maintain an efficient working environment in the LLPA areas, including monitoring, ordering and maintaining resources and equipment. The performing arts technician will support groups of students, assisting and advising them as appropriate and will be fully conversant with all aspects of health and safety legislation, for which necessary training is provided.

Working flexibly across a range of functions, the post holder will provide technical support for performances and practical Non-Examined Assessments (NEAs) and will also be responsible for the audio-visual requirements associated with formal events, presentations, meetings and performances. It will be an essential component of the role to work some hours outside of the normal college day, although this will be on a flexible annualised hours contract.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Rigging and operating sound and lighting:

1. Rig and de-rig lighting, sound, and projection equipment as required.
2. Transport and put in place equipment, as necessary.
3. Focus stage lighting as required.
4. Patch stage lighting as required.
5. Balance sound equipment as required.
6. Ensure safe installation of temporary cabling.
7. Run the tech desk at all performances and examinations as required.
8. Produce multi-media material for productions as required.

Construction:

1. Construct stage settings and other physical materials for presentation as required.
2. Advise the Line manager and relevant subject leader as appropriate on the purchase of materials.
3. Paint or otherwise finish scenic materials as appropriate.
4. Ensure functional set-up of other equipment as required.

5. Ensure performance areas and studios are well maintained.
6. In liaison with the Estates Manager and plan any repairs and improvement works.

Sound recording:

1. In conjunction with the subject leader for Music, record students' music performance examinations as required.
2. Prepare all coursework recordings and track lists of students' coursework across the faculty in line with exam board requirements.
3. Transfer and edit music accompaniment in preparation for dance and drama performances and examinations.

Assisting students:

1. Assist students in the use of the performing arts facilities, equipment and software and in the use of other associated equipment.
2. Assist the students with video and audio editing.
3. Ensure recordings of practical work are shared with students immediately after assessments to enable them to develop their performances.

Administration:

1. Maintain an inventory of the department's equipment, adding new items as acquired.
2. Add the college's stock number security label (and other security markings as appropriate) to all new equipment.
3. Establish and maintain records of testing.
4. Advise on and obtain appropriate storage for the department's equipment.
5. Organise and execute the orderly and secure storage of equipment and materials.
6. Monitor the use of equipment and ensure its return to storage.
7. Oversee the collation of risk assessments across the faculty.
8. Work with colleagues in the performing arts area to discuss prioritising tasks and to update them on progress.

Health & safety compliance:

1. Ensure that all activities and tasks undertaken comply with the current risk assessments; produce risk assessments for any activities that take place including set up for rehearsal and productions, e.g. working at height risk assessment, changing position of lighting, manual handling for stage set up etc; and assist relevant teaching staff in the writing of risk assessments.
2. Periodically inspect and keep an inspection log of all props and staging equipment.
3. Advise subject leaders as appropriate immediately of any potential health and safety hazards.
4. Ensure the cleanliness, safe storage of all equipment and general housekeeping of all performance areas.

5. Take cross college responsibility for PAT testing in some areas, as directed by the Estates Manager.
6. Act as a first aider, for which training will be provided.

Hardware maintenance:

1. Maintain and periodically inspect the performing arts equipment to ensure maximum functionality, including tools and stocks of materials, theatre lighting equipment, scenic flats and other units, sound recording equipment and cabling

GENERAL RESPONSIBILITIES

1. Participate in training and team development activities, to update knowledge and skills.
2. Make best use of technology, facilitating change to deliver new ways of working, which support the college's strategic objectives and core values.
3. Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
4. To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
5. All employees of the College have responsibilities in respect of health and safety. In particular they will:
 - co-operate at all times with the senior leadership team in the implementation of and adherence to health & safety policy and procedures;
 - take reasonable care for their own safety and for the safety of others who may be affected by their actions at work;
 - not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
 - report all health and safety concerns to line managers;
 - pro-actively report near misses;
 - assist with the completion of the risk assessment programme;
 - provide risk assessments for activities for which they are the responsible leader;
 - ensure a safe working environment is maintained for staff and students at all times;
 - ensure that all relevant health and safety training is up to date;
 - comply with health and safety related policies and procedures.

6. Take part in the college's staff appraisal and performance management cycles as appropriate.
7. To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

ADDITIONAL INFORMATION

1. The post holder will report to the Teacher & Technician of Music Technology.
2. This is a part-time (0.7 FTE), annualised hours contract, subject to the conditions of service handbook of the Sixth Form Colleges Association.
3. Core hours to be worked Monday – Thursday 8:30-4:30 and Friday 8:30-4:00. Flexibility to adjust working times for performances in accordance to the college calendar and the requirements of the performing arts department. There will be set times in the year when you will be required to cover the exams and performances. Details of this will be shared at the start of each academic year.
4. Annual leave agreed with line manager in accordance with college operational needs.
5. Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grade 3 - 7 (currently £16,664.90 – £17,467.10) based on 0.7 FTE.
6. It is compulsory for all members of staff to attend the annual open events in mid-October (which take place on one evening and on one Saturday), for which there is a compensating college closure day/TOIL given.
7. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
8. Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

	Person specification: Performing Art Technician		
	Criteria	Essential	Desirable
Qualifications	Education to level 4 (e.g. Degree or HND)		✓
	Relevant Vocational qualification		✓
	PAL (Powered access licence), or be willing to undertake training to obtain one to enable safe use of college MEWP (mobile elevating work platform).		✓
Experience/ knowledge	Experience of theatre lighting and sound systems for public performance	✓	
	Experience of professional or semi-professional theatre work		✓
	Experience of music technology and recording		✓
	Experience of working in an educational institution		✓
	Experience of working at height		✓
Skills/ competencies	Full understanding of health and safety issues associated with theatre production in a college context	✓	
	Understanding of professional responsibilities towards young people both on and off duty	✓	
	Ability to work effectively with young people and to impart technical skills to them	✓	
	Ability and willingness to work at heights	✓	

	Understanding of the creative potential of lighting and sound	✓	
	Basic understanding of electrics	✓	
	Basic craft skills - painting, carpentry etc.		✓
	Set construction skills		✓
	Understanding of the creative potential of computers and the understanding to exploit their potential to the full		✓
	Ability to understand live sound	✓	
	Ability to PAT test electrical equipment		✓
	Able to use software or similar software to final cut pro, Logic and Cuebase	✓	
Personal Attributes	Suitable to work with children and young people	✓	
	Commitment to high standards of service	✓	
	Ability and willingness to work with minimum of supervision and to take initiative	✓	
	Ability and willingness to work flexibly, including evenings and weekends as required	✓	