



## **JOB DESCRIPTION**

**Post Title:** Music Technician

**Post Grade/Salary:** SO1 - £26,746 to £27,592

**Hours of Work:** 36 hours, term time only

**Responsible to:** Head of Faculty for Visual and Performing Arts

**Post Tenable:** Permanent / September 2019

### **Key Purpose of the Job**

To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the music and drama curriculum, including liaising with teaching staff and support staff outside the department.

To provide support in whole school theatrical productions and music performances.

To assist in delivering outstanding teaching and learning in Music and Drama; both within the classroom and in small group contexts.

### **Supporting the Faculty**

- Supporting the preparation and rehearsals for school theatrical productions and performances.
- Ensuring music equipment is maintained in good working order – tuning of instruments, undertaking small repair work where appropriate. Updating software where necessary.
- Auditing stock, record keeping, ordering and checking deliveries of materials (in consultation with HoD) ensuring the availability of suitable materials and equipment, compiling orders and liaising with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock with serial numbers where necessary.
- Supporting teaching staff within the faculty in the planning and delivery of lessons.
- Providing small group support for students in music lessons.
- Promoting good student behaviour for learning, helping to resolve conflict and encourage responsibility.
- Taking responsibility for at least one Faculty club or enrichment activity.
- Provide flexible support on school trips and off-site learning.
- Supporting the peripatetic lesson system – timetable and invoice administration.
- Updating and reconciling Excel spreadsheets- Budgets, peri student invoicing.
- Routine maintenance of additional peripatetic rooms and providing additional support for peripatetic teachers.
- Attending and contributing to meetings as needed
- To provide technical support

- Support students in the correct operation and use of studio recording equipment, theatre lighting, sound and vision equipment.
- Rig, operate and design lights, offering ideas and suggestions as appropriate.
- Source and edit music for productions and to guide students in the process.
- Set up and operate PA equipment & radio mics for rehearsals and live performances/concerts.
- Ensure that all department areas are safe and that all equipment is correctly managed and stored on a daily basis.
- Co-ordinate and lead a small team of students who will aid in the operation and setting up of equipment, as well as in construction or design for productions, enrichment and curriculum activities.
- Be willing to learn new programmes and develop knowledge of specialist equipment in lighting and sound.

### **Supporting the School**

- Supporting students with special educational needs (SEN), and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community.
- Be aware of and support difference, ensuring that all pupils have equal access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Where the need arises, to undertake class supervision and cover in the absence of class teachers.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **Person Specification**

#### **Education and Qualifications**

- A good creative/musical/technical education to A level or equivalent standard
- Degree-level education: the Arts

#### **Experience**

- Experience of playing a musical instrument to at least grade 6
- Working in a supportive role in a musical or creative environment.
- Working in a school environment.
- Ability to work well in a team.
- Ability to communicate effectively with staff and students.
- Ability to work flexibly and on initiative.
- Ability to prioritise workload.
- Excellent attention to detail and quality
- Excellent organisational skills
- Excellent technical and manual skills
- Excellent ICT skills
- Excellent knowledge of PC and Apple Mac OSX.
- Excellent knowledge of Logic Pro 9 and Logic Express 9