



STUDIO MANAGER JOB DESCRIPTION

Accountable to	Head of Faculty: Expressive Arts
Role Purpose	<p>To contribute to The Petersfield School's vision of 'Exceptional Outcomes and an Unrivalled Student Experience' by ensuring that The Studio is fully resourced to facilitate learning, performances and other events.</p> <p>To lead the school's provision for external hirers, providing a high-quality service that successfully raises income that contributes to the school's vision.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Principal responsibility for the day-to-day management of the building • Constructive and effective liaison with all internal service users, ensuring no barriers are placed to their use of the facilities • To liaise with the Site Manager to ensure the building and surrounding areas meet all relevant Health & Safety and Licensing requirements, for school and external event use. • To ensure that The Studio is appropriately set out for each lesson or event such as Assembly, rehearsals, training, etc • To manage the team of Performing Arts prefects, organising them to help cover all events in the Studio as well as lunch duties, and working with younger students to engage them with the technical operations of Performing Arts • To ensure the smooth and efficient running of all Studio events and external hirers • To assist in the running of school events and communicate efficiently with all stakeholders • To book, prepare, record, and efficiently manage the Studio's events planning using the appropriate software • To maintain and develop regular marketing materials and social media presence for the Studio

	<ul style="list-style-type: none"> • Box Office: to manage efficiently and appropriately the preparation, sale and issue of tickets and ensure financial security for monies taken • To ensure the effective management of the Studio Bar, including casual staffing requirements, its operation, stock control and security • To manage the Studio budget and report to the school on a regular basis • To ensure effective maintenance of all technical equipment relating to lighting, sound and other effects of the Drama, Dance and Music departments • To liaise effectively with all external bookers and to undertake an audit of their views • To liaise with and coordinate technicians required to facilitate events • To be a committed and full member of 'Team TPS', especially part of the Expressive Arts Faculty
General	<p>Required skills:</p> <ul style="list-style-type: none"> • Strong communicator – in person, on the telephone and by letter/email, networking with various stakeholders. • Good at solving problems, self-motivated and able to work on own initiative managing multiple commitments, this includes event scheduling. <p>Desirable skills:</p> <ul style="list-style-type: none"> • Experience of using lighting and sound equipment, although training will be given. <p>The successful applicant will need to be flexible around working hours, available for weekend and evening work when required.</p>

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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