

# Norwich School

## Performing Arts & Events Technician

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### JOB DESCRIPTION

**Job Title:** Performing Arts & Events Technician  
**Reports to:** Deputy Head (Co-Curriculum)

#### Specific Responsibilities:

- To provide technical support for all school productions, concerts and other events held on site or in a venue hired by the school. Including curricular and co-curricular work of the drama, music and dance departments. This may include, for example: lighting design & operation, sound design & operation, live music engineering & operation, set design & construction, operating projection equipment and assisting with risk assessments.
- For the above, work closely with staff running productions and in particular the Head of Dance & Performing Arts and the Head of Curricular Drama.
- To provide/coordinate technical support for events organised by external hirers of school facilities (liaising with the Booking & Events Officer) and checking the venue has been left as set out in the terms of their hire agreement.
- Line managing casual theatre technicians on the school's payroll.
- To take responsibility for the health and safety of the performance areas and areas being used for rehearsals or performance, ensuring that health and safety policies are adhered to including induction of staff and pupils and when dealing with external hirers.
- To attend, as required, all technical rehearsals, dress rehearsals and performances.
- To assist academic staff with the delivery of teaching when specifically linked to the technical workings of a theatre.
- To be accessible to teaching staff during the main school day and at out of hours rehearsals (pre-arranged) to manage any technical requirements.
- To work with the Music department in the recording of music in The Barbirolli studio and other venues as required.
- Providing assistance and expertise to GCSE & A Level Drama students as required.
- To take a leading role in educating pupils about the technical elements of theatre work and lead a pupil club in this area.
- To manage the school's online ticketing system for performances and events.
- To ensure that the Blake Studio and other performance or rehearsal spaces are effectively managed, that all issues of maintenance or repair are dealt with promptly via the Maintenance Department (for example ensuring all relevant equipment is certified safe for use, through PAT testing) and that they are fit for use at all times.
- To ensure the studio space and studio storage space is tidy with costumes, props etc. safely stored.

#### Other

- To participate in training and other learning activities as required; and in the Performance Appraisal and Development Review process.
- To undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar, the Deputy Head (co-curricular) or the Head.

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### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>		
Have worked in a theatre environment and be experienced in using sound and light equipment	X	
Have carried out PAT testing of equipment		X
Have experience of managing a venue		X
Have good working knowledge of theatre specific technology and IT applications		X
Excellent working knowledge of Microsoft Office software, esp. Word, Excel & Outlook	X	
Good working knowledge of Microsoft Powerpoint and Publisher		X
Experience of maintaining and developing electronic and manual records and data	X	
Good working knowledge of iSAMS (pupil database)		X
Experience of managing a diverse and large workload in a busy environment	X	
Ability to work with a wide range of people: staff, parents and pupils	X	
<b>Skills and competencies</b>		
Excellent communication and interpersonal skills	X	
Excellent organisational skills		
Maintain confidentiality	X	
Strong customer focus	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines	X	
<b>Personal Qualities</b>		
Positive, proactive, helpful, professional and enthusiastic in attitude	X	
Ability to work on own initiative and deliver a high level of service without requiring precise direction at every stage	X	
Ability to exercise judgement and know when to seek advice		
Attention to detail	X	
Commitment to professional development and training	X	
Ability to display a calm, tactful and responsible attitude	X	
Ability to work both independently and as part of a team, working co-operatively and sensitively with others	X	
Flexible approach and the ability to adapt to changes in working methods and approaches	X	

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### SALARY AND BENEFITS

#### Salary and Working Pattern

The salary for this post is in the range £24,822 pa. The Performing Arts and Events Technician is expected to work 42.5 hours per week with one hour of unpaid lunch break. This is on a term time basis (including INSET) plus 6 additional weeks per annum.

Due to the nature of the role, flexibility in working hours and pattern is required to meet the changing needs of the school's calendar of activities and requirements. Any additional hours worked beyond the 42.5 per week will be paid overtime at a rate of £14.60 per hour, rising to £21.90 per hour for work after 22:00.

#### Holidays

Staff are initially entitled to 25 days of annual leave excluding the 8 days bank holidays, increasing to 30 days after five years' service. A day off in lieu for the Norfolk Show Day is also awarded to support staff. This must be taken on the day designated by the Bursar each year and is normally in the Christmas holiday period. Support staff typically take their annual leave during the school holiday periods.

#### Weekend and Evening Working

The Performing Arts and Events Technician will be required to work during evenings and weekends depending on school activities.

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.