



LAURUS

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TRUST

Job Description & Person Specification

Trust Performing Arts Technician



Job Title : Trust Performing Arts Technician
Scale : Scale 4

Reporting Arrangements

Reporting to : Trust Director of Culture, Creativity and Rhetoric
Accountable for : N/A

Job Purpose

- To deliver high quality support and technical production services for drama, music and other performance activities across Laurus Trust schools, including the creating and editing of video content to promote key messages and assist digital learning.
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Main Responsibilities

- Provide set design and stage construction support for shows, workshops, exams, performances and promotional events across the Trust.
- Provide lighting, AV and technical support for events, assemblies and performances across the Trust, including rigging, operating, design, maintenance and repair.
- Provide technical support and guidance for open and promotional events in schools.
- Support the teaching and delivery of all courses and performances in Laurus Trust schools' Performing Arts Departments including GCSE and A Level Music and Drama.
- Be responsible for the organisation and recording of presentations and performances and video editing for examination and moderation purposes and the transfer to suitable media for playback and to create an archive of students' work.
- Support students and staff during all Performing Arts productions and performances across the Trust where technical support and guidance is required and to provide in lesson support where appropriate.
- Devise and deliver an Electives programme to train students in the use of Performing Arts technical equipment.
- Working with our Marketing team, produce and edit engaging, high quality video content to promote key messages and ethos from Trust schools.
- Create video content in conjunction with teachers to enhance our educational offer and communication with all stakeholders.
- Assist in the production of livestream broadcast and events and uploading content to Laurus Trust websites and channels.
- Upkeep of the video and sound equipment and training colleagues to operate equipment as required.
- Maintain a record and perform an annual audit of all equipment.
- Maintain a catalogue of all raw footage and final videos and comply with GDPR requirements.
- Work collaboratively as part of the Performing Arts team sharing good practice.

- Provide technical support for staff and students across the Trust with the use of the following resources/equipment:
 - Camera and video editing equipment;
 - Lighting desk Lighting rig and equipment;
 - Music software;
 - PA systems for all performances.
- Remain abreast of new developments and innovations in technology and software.
- Set up, operate and maintain lighting, video and audio systems, staging and set across the Trust schools.
- Assist with the sourcing, ordering and creation of resources, ensuring that the most cost effective options are explored and financial procedures are followed.
- Be fully conversant with health and safety protocols and ensure they are adhered to at all times and to report any concerns about health and safety to the Trust Director of Culture, Creativity and Rhetoric.
- The working hours will predominantly be during the school day however during performance weeks and evening events, the postholder may be expected to work flexible or additional hours by prior arrangement.

Trust Responsibilities

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
- **Courageous** - Willing to speak up, offer ideas, challenge the norm.
- **Hard Working** - Strong work ethic, prepared to go the extra mile.
- **Inclusive** - Treat others fairly and equally.
- **Engaged** - Involved/absorbed in your work, participate at all times.
- **Value** - Add value to your role, your team and the Trust.
- **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
- **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
- **Encouraging** - Giving/offering support and confidence to others, working together.
- **Navigator** - Providing guidance, leading when necessary.
- **Tenacious** - Perseverance, never giving up, whatever it takes.

Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent • Minimum 2 A-levels or equivalent • Evidence of further professional training and development relevant to the role 	<ul style="list-style-type: none"> • Degree level education or equivalent • Working at heights training
Knowledge and Experience	<ul style="list-style-type: none"> • Sound knowledge of stage lighting and sound, video recording and editing, music technology and audio-visual equipment • Experience of providing lighting, sound and technical support for performance including rigging, operating, design, maintenance and repair • At least 1 years' experience creating and producing video content • Ability to use lighting, video and audio systems • Experience in storyboarding, directing and planning straightforward shoots • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> • Photography experience • Experience of mentoring young people in the use of technical equipment • Experience of working in an education environment • Experience of working with confidential information • Awareness of current issues in the Education sector • Awareness of Health & Safety legislation • Experience of recording studios • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues in the Education
Skills	<ul style="list-style-type: none"> • In depth knowledge of and experience of using Adobe Creative Cloud, Premiere Pro, After Effects and Encoder. • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	<ul style="list-style-type: none"> • Able to edit collaboratively using proxies.

Other Qualities	<ul style="list-style-type: none">• Full driving licence• Ability to make effective decisions• Ability to work accurately and methodically• Excellent time management• Ability to remain calm under pressure• Flexible• Good team player• Willingness to undertake further training• Commitment to safeguarding and promoting the welfare of children	
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