

Job description for Performing Arts Technical Coordinator, full-time, fixed-term to July 2018

Team	Performing Arts and Music
Salary	Scale point 3, £21,081 to £22,257 per annum
Job Summary	<p>Newham Sixth Form College (NewVIC) is London's largest sixth form college. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to create a successful learning community and our values are:</p> <ul style="list-style-type: none">o excellence and achievement; setting high standards and high expectationso respect for everyone; valuing diversity and promoting equalityo education for everyone; attracting and including new learnerso education of the whole person; for personal and social developmento accountability; responding and contributing to our communities.o honesty, openness, trust and sensitivity in everything we do

We require a full-time Performing Arts Technical Coordinator. The post of Performing Arts Technical Coordinator is based within the Visual and Performing Arts team which forms part of the wider School that includes Media and Art. At NewVIC we strongly believe in team working and see this as one of reasons for our success.

The Performing Arts team is highly successful and works closely with the creative hubs in Newham and in collaboration with other disciplines in the college. We have a strong reputation for dance and drama in East London and our premises gives us unprecedented opportunities for developing and enriching our students.

The team is also extremely well resourced. Facilities include a new 80 seat theatre, a black box drama studio, dance studios and a well-equipped music suite. The Performing Arts team has strong links with the HE providers, cultural partners and arts spaces including Stratford Circus and Rich Mix. We regularly use these connections for performances and work experience. This post will be based at our Plaistow site but will require some working at Stratford Circus and other performance locations as appropriate.

As Performing Arts Technical Coordinator, you will support the team in preparation, delivery, workshops and events. You will provide technical expertise across a range of support duties including lesson preparation, in-class support and equipment set up, maintenance and testing, ensuring a professional and friendly service is provided to students, staff and visitors. You will also schedule both internal and external bookings of the new theatre space and related performing arts spaces where necessary.

To be successful in these roles you will have detailed knowledge of your specialist area of work including the operation and maintenance of equipment as well as good administration skills.

In addition, you will be aware of relevant health and safety regulations and be committed to promoting safe working practices for students and staff.

A job description is attached to give you more information.

Closing Date: 12 noon on Monday 23 October 2017

Vacancy ID: OP/07

Application process: For an application form please visit our website www.newvic.ac.uk or email jobs@newvic.ac.uk or call the recruitment line on 0207 540 6921

Selection process: Candidates are shortlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.

Longlisting candidates will be invited in for a selection day that may include a briefing, a written assessment, a practical test and an interview.

Reports to: PTM for Performing Arts and Music

Technical Responsibilities

These duties form the core tasks that you will undertake, each will have several elements that will be broken down further by your line manager and/or in your procedures manual.

1. To prepare for classes and provide in-class support to staff and students working within performing arts spaces during classes, workshops and demonstrations
2. To work with the team to design and produce lighting and sound designs for performance spaces for student classes and assessments (approximately 20 shows per year).
3. Provide a professional technical support to staff and students during the preparation, set up and delivery of internal and external performances and events.
4. Film and edit performance work to exam specifications and manage an online archive of performance work using NewVIC's media server.
5. Manage an internal booking system and calendar of cross college events held in the theatre.
6. Coordinate external bookings and hires of space with outside partners and college facilities team
7. Support basic technical & production advice and guidance to apprentices, students and NewVIC alumni for NewVIC events both internal and external
8. Assist external organisations with technical requirements and operation of external events and performances in liaison with facilities team
9. Operate college finance system to order technical equipment and resources. Liaise with finance team and managers to track orders and invoices.
10. Keep an up to date inventory (hard and soft copy) of performing arts & music equipment, tools and components used by staff and students with the performing arts spaces. Manage and organise costume and props areas.
11. Carry out basic maintenance in the performing arts & music and recording studios as appropriate. Organise annual PAT testing. Set up and operate performing arts & music equipment and troubleshoot any set up issues.
12. Carry out basic maintenance in the performing arts & music spaces and other technical rooms as appropriate.
13. Arrange for repairs to equipment under warranty, including communication with suppliers, boxing up and completing relevant paperwork.
14. Undertake first line repairs to equipment out of warranty.
15. Ensure that all performing arts spaces and technical areas are organised, tidy and comply with health and safety guidance.
16. Promote and maintain customer relations between the college and its students, staff, visitors, business clients and the public.

Team Responsibilities

A strong sense of communal working and shared responsibilities is vital in ensuring that a consistent service is provided.

1. Assist in the provision of a welcoming and professional technical service, thereby assisting in the promotion and maintenance of excellent customer relations between the college and its students, staff, visitors, business clients and the public.
2. Deal with any enquiries, suggestions or complaints swiftly and appropriately and referring issues to local management as necessary.
3. Provide cover and support to colleagues within the team during periods of absence and annual leave as required.
4. Attend regular team meetings and liaise with team regarding on-going purchases. Liaise with managers and finance to assist in the raising and tracking of orders for team.

Additional Responsibilities

These additional responsibilities apply to all NewVIC staff.

1. Participate in the college appraisal scheme, and arrangements for further training and development.
2. Apply and promote NewVIC's policies and procedures (e.g. Health & Safety, equal opportunities).
3. Work flexibly according to the demands of the service and to perform such other duties, within the competence of the post holder, which may be reasonably required from time to time, including work outside of normal hours.

This job description is subject to review and may change as the college develops.

Person Specification Performing Arts Technical Coordinator



The requirements detailed below are all essential or desirable for the post. You should demonstrate how you meet them all in the supporting statement of your application.

Qualifications	Essential	Desirable
Minimum of level 5 qualification	*	
Experience/Knowledge		
Knowledge of Mac based systems		*
Knowledge of music technology		*
Experience of working in a related technical environment e.g workshop/theatre/industry.	*	
Experience of working in educational environment		*
Knowledge of safe working practices and Health & Safety guidelines relating to specific work areas and the workplace in general	*	
Knowledge of stagecraft, theatre, music, sound and lighting principles.	*	
Knowledge of lighting design for specific creative arts disciplines: dance theatre, combined arts, site specific	*	
Technical knowledge of specialised theatre equipment, projectors, sound desks, the lighting desks and grid system and ability to work at heights for maintenance and/or to re-rig for performances/events when necessary	*	
Knowledge of relevant equipment sufficient to undertake first line maintenance and /or more serious faults for specialist attention.	*	
Skills/Abilities		
Ability to communicate clearly both verbally and in writing	*	
Ability to work under pressure, be self-motivating and deliver to target	*	
Numeracy and literacy sufficient to complete and maintain basic records(manual and computerised) and carry out detailed instructions	*	
Ability to work effectively as part of a team	*	
Ability to understand, apply and promote NewVIC's Equal Opportunity Policy.	*	

Other information

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college's Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment in accordance with training and instruction and the reporting of serious dangers to your own or others' safety.

Equality – the postholder must be committed to the college's Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder's level, wherever they may be, to achieve the objectives of the College.

This post is based at Prince Regent Lane but the postholder may be required to move their base to any other location within the college at a future date.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

The post holder will be required to undertake a disclosure and Barring Service check. Criminal convictions will only be taken into account when they are relevant to the post.

Further Information

- The college operates a smoke-free policy and the post-holder is prohibited from smoking in any of the college's buildings, enclosed spaces within the buildings, and college vehicles. Staff will not be released for a break that is specifically for smoking.
- NewVIC supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

This post is eligible for membership of the Local Government Superannuation Scheme.

- **Useful websites:**

NewVIC

www.newvic.ac.uk

The college's own website.

Newham Council

www.newham.gov.uk

The website of Newham Council.

www.london.gov.uk

The website for the Government Office for London.

The 2015 Ofsted inspection report on NewVIC

<http://www.newvic.ac.uk/news/publications/Ofstedinspection2015.pdf>