

# Role Profile: Arts Technician

## Purpose

To support the Arts departments (Art, Music and Drama) to deliver their curriculum.

## Key Accountabilities (6-8 max)

- To prepare resources for Art lessons and to maintain and manage the Art department resources and equipment
- Providing practical support to pupils during lessons
- In conjunction with the Head of Drama and Head of Music, to be responsible for all technical aspects of productions including set design, lighting/rigging, the sound system, audio visual equipment and other stage machinery used in the theatre are operated effectively and safely
- To support teachers with class assemblies
- To undertake administrative tasks associated with this role (for example; ordering equipment, rehearsal schedules, peripatetic teacher scheduling)
- To be responsible for technical support during in-school and extra-curricular events as required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

- A passion for the Arts
- Good interpersonal communication skills.
- Flexibility and reliability.
- To be able to work as a member of a team as well under their own initiative.
- Excellent organisational and time management skills.

## Key Stakeholders:

Internal: Heads of Art, Drama and Music.

External: Parents, Senior Schools

Signed: ..... Name (print): .....

Date: .....