



Bristol
Grammar
School

Life changing

Job Description Performing Arts Technician

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job Role Specification

Post: Performing Arts Technician

Anticipated start date: 01 September 2019

Purpose of the job

The role of the Performing Arts Technician is to provide support for all Audio Visual requirements across the performing arts, both for teachers in lessons and other activities, and for those talks, presentations, meetings, concerts, plays and other events which take place in 1532 including any requirements for external lettings. This is a key role, with the post-holder expected to provide a 'one-stop shop' service for all events which require co-ordination of audio visual technologies.

The post-holder will require expertise in the use of computer-based technologies, data projectors, microphones, amplification, mixing, wireless and other sound technologies as well as stage lighting, rigging, patching, operation of lighting desks etc. You will also be expected to support groups of students and be fully conversant with all aspects of Health and Safety legislation, for which any necessary training is provided. It will be an essential component of the person specification that the post holder is comfortable working hours outside the routine school day, although this will be on a controlled basis. Time off in lieu will be taken during the school holidays to compensate for the evening and weekend events that happen outside of the normal school day.

Duties and Responsibilities

- Stand in for the Audio Visual Manager in case of his / her absence.
- Provide support for all audio-visual requirements across the performing arts, to include:
 - Setting up and operating sound and lighting in the various school venues within 1532 and occasionally in other school venues for lessons, talks, presentations, meetings, concerts, plays and other school events
 - Setting up and operating sound and lighting for external events in school venues
 - Working with, assisting in the training of and providing technical support for the School's Stage Crew, both in the nominated curriculum time for this activity and when required outside of curriculum time during rehearsals and performance
 - Provide AV support for controlled assessment and exams for Dance, Drama and Music as required, recording and editing assessments, compiling these for the exam boards and preparing and operating video cameras and MP3 players for use in assessments
 - Provide technical support for the recording studio and Music Technology A level
- When required by the Audio Visual Manager, investigate, devise and deploy new ideas around the use of AV technology for the benefits of learning and teaching.
- Provide technical teaching support to the Drama department, including things such as teaching the use of the lighting boards, for the support of the GCSE, A level and IB curriculum
- In conjunction with the Audio Visual Manager, work with the Dance, Drama and Music departments to design and plan lighting for all school shows
- Creation of advertising and promotional videos for the performing arts
- Editing of any music tracks for use in school shows
- Providing technical support for teaching staff (outside of the performing arts centre) using audio visual technology in lessons and other activities including management of media resources such as storage and recording of electronic / digital media
- Provide AV support for controlled assessment and exams as required, recording and editing assessments, compiling these for the exam boards and preparing CDs/MP3 players/iPads for use in assessments.
- In the absence of the school's IT Trainer, setup/support the AV needs of the school assemblies as well as external speakers for wellbeing and sixth form lectures.
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

It is to be understood that this role will entail work outside of School Curriculum time and that the post-holder will need to be flexible in working outside of these hours to fulfil the requirements of the role.

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed once a year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Performing Arts Technician will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
Relevant audio visual experience	L	I	E
Relevant technical knowledge	L	I	E
Knowledge of the technical operations within a theatre	L	I	D
An understanding of the importance of Health and Safety	L	I	D
Ability to multi-task and manage your own priorities and workload	L	I	E
A self-starter who is motivated and shows initiative	L	I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
An enthusiastic and approachable nature		I	E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours

The average working week is 40 hours, for 40 weeks per year which is term-time plus additional work during the evenings, weekends and holidays. The School's normal core working hours are 8.30am to 4.00pm term time, some of which you will work. However, due to the nature of your role you will be expected to work flexibly to support theatre performances and events in the evenings and weekends, some of which will be in the School holidays. It is expected that you will occasionally be required to work additional hours over and above these 40 hours in certain weeks with compensating time off in lieu taken, in agreement with your line manager, at mutually convenient times.

Salary

The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.

Pension

The School will automatically enrol support staff in to a "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.

Lunch

School lunch is provided during term time.

Education

At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.

Sports Facilities

Free use of school sports facilities.

Library

Free use of the school Library.

Car Parking

No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. 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.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed Headmaster, Mr JM Barot, and a monitoring form. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Thursday, 27 June 2019 at 2pm

Interviews will run on Wednesday 03 July 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.