

Job Description

Abbot's Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution.

Job descriptions should be reviewed on a regular basis and amended as appropriate.

Job Title	Media and Theatre Technician Full Time/Term Time + 4 'floating' weeks
Responsible to	One of the Joint Heads of Creative and Performing Arts
Date Required	January 2020
Key Relationships	Heads of Creative and Performing Arts Other Heads of Department Staff using the Theatre facility or requiring AV support IT Manager and technicians
Purpose	To provide efficient and effective technician support to the Heads of Creative and Performing Arts departments. Including lighting and sound design, setup, running and clearing down of School events including assemblies, plays, concerts and other events.
Main Duties	<ul style="list-style-type: none"> To be the main point of contact for all theatre and media related questions. To ensure that the Mac computers in Music Studio 2, are in good working order and that they are suitably set up for teaching Music tech and GCSE Music composition on a regular basis. To ensure that all music and performing arts rooms speakers, amps, keyboards and sound systems are set up correctly, are in good working order and are using the latest suitable technology available. To support the music department in music tech activities including the setup of mics, amps and recording equipment for lessons and performances, including Y6-9 Solo Recital, GSCE Music Performance & Composition Concert, Y5 & 6 Ensembles Concert, Senior School Ensembles Concert, etc. To take the lead with all technical aspects of performances throughout the school. This will include working alongside the Joint Heads of Drama for the Senior and Prep School productions and working alongside the Head of Dance and PE staff for the biannual Gym & Dance Display. To support the drama department with trips, display boards and the departmental workspaces: Theatre, Drama Studio and Drama Office.

	<ul style="list-style-type: none"> • To support with the Year 9 Entertainment at Last Night Supper and take the lead on the technical resources needed for the performance. • To support with GCSE Drama recordings and submission of work (Liaise with Joint Head of Drama). • To support Prep, Senior and whole school assemblies (AV setup and monitoring). • To maintain and setup wireless mics for visitors and performances. • To support internal and external school events: rehearsals, plays, nativity, music concerts, Parents' Evenings, Open Days, staff training/INSET, Carol Service and examinations/assessments which require AV support. • To support some customers who have hired school facilities for their events (e.g. Dance Show, Parents' Association events). • To provide face to face, telephone, e-mail and Service Desk assistance with AV and Media queries. • To be responsible for all media/ sound equipment in the Theatre. • To ensure Work Instructions exist for all parts of the role and are updated on a regular basis. • To create/maintain an inventory and monitor stock levels for all media/ sound equipment in the Theatre. • To order stock, equipment and resource as agreed with and directed by the Head of Drama, using the School's ordering system. Check orders against deliveries. Keep invoices and reconcile these with the Finance Department. • To maintain housekeeping documentation including asset management, licensing and other information. • To carry out risk assessments for technician activities as directed by the Head of Drama. • To ensure that resources are maintained in a safe condition for pupils and School staff, including but not limited to, safety checks on: Theatre seating, staging, scaffolding tower, lighting rigs etc. • To undertake basic routine maintenance and cleaning of equipment and organise service and repair as required. • To inform the School of any concerns regarding Health and Safety and safe working practices. • To ensure that any accidents are reported to the appropriate authority, using the School's accident report form. • To keep up to date with developments in lighting, sound and theatre technology. • To keep up to date with Healthy and Safety requirements, ensure that the Performing and Creative Arts departments are informed and documentation is amended accordingly. • To participate in training courses (both internal and external) and departmental meetings as required. • To assist the IT department with video editing.
General Requirements	<ul style="list-style-type: none"> • The role requires a good level of physical fitness and ability. • A positive outlook, helpful manner and good interpersonal skills are essential, as is the ability to work under pressure during busy times throughout the academic year. • A flexible approach to workloads and working hours is vital, as there will be some requirement for out of hours work for productions, functions and other evening and/or weekend events. • To carry out all duties in accordance with Abbot's Hill School's

	<p>Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate.</p> <ul style="list-style-type: none"> • To comply with Abbot's Hill School's operating policies and procedures as issued from time to time, particularly the School's Safeguarding Policy. • To carry out any other duties that might reasonably be required from time to time according to the needs of the School. • To attend all INSET/Training Days, Open Days, GCSE Presentation Evening, Prep Prize Giving, Senior Commemoration Day and support other major School events as directed. • Smart dress code (work clothing to be provided). • To maintain an appropriate standard of discretion and confidentiality. • To maintain a tidy and safe working environment (primarily concerned with the Theatre, Lighting Box and St. Nicholas House Hall). • To order and arrange for delivery/collection of lighting and effects equipment as required for show and events. • To maintain all the Theatre and St. Nicholas House Hall AV/Media/IT equipment, this will involve some basic electrical work (e.g. change plugs, perform cable repairs and soldering). • To assist the premises department in the setting up for events when required. • To attend and assist with School trips as required. • To carry out other duties corresponding to the general character of the post and commensurate with the level of responsibility.
Skills Required	<ul style="list-style-type: none"> • To have an all-round technical knowledge and demonstrable practical skills. • To have the confidence and ability to work at heights using ladders and scaffold tower. • To have an active interest in the technical aspects of theatre production. • To be well organised with the ability to manage multiple tasks and to meet tight deadlines. • To be a good communicator, both in writing and orally. • To have good numeracy and literacy skills. • To have good ICT skills including Word, Excel & Outlook • To have excellent attention to detail. • To be flexible, pro-active and adaptable with the ability to work alone and as part of a team.
Knowledge, Qualifications and Experience	<ul style="list-style-type: none"> • Lighting Desk Management: Lighting Design, WDMX & DMX, Chilli Board Programing, MagicQPC • Sound: Sound desk setup and use, DAW (Digital Audio Workstation), QBase, Audio recording in Music lessons. • Audio/Video editing: Adobe Suite: Premier Pro, Photoshop, Audition etc. VHS to DVD copying. Take video footage of events and GCSE assessments for Drama and Dance. • To have a knowledge of the main Health and Safety regulations and how to apply them. • To have some knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.

	<ul style="list-style-type: none"> • To have had experience of working in a similar role. • Experience of working in a school environment would be beneficial but is not essential. • Minimum qualifications: GCSE's including Maths, English and one Science subject.
Hours of Work	<p>Monday to Friday, 8.00 am to 5.00 pm.</p> <p>This is a Term Time position + 4 'floating' weeks (38 weeks per annum).</p> <p>You will be required to attend INSET/Training Days, Open Days, GCSE Presentation Evening, Prep Prize Giving, Senior Commemoration Day and support other major School events as directed.</p>
Holidays	You will be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 (currently 5.6 weeks) which is to be taken during the school holidays.
Salary	Gross salary £19,000 per annum
Safeguarding	<p>The School is legally obligated to process a Disclosure & Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs, as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.</p> <p>We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.</p> <p>Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement.</p> <p>If you have lived or worked overseas for more than three months in the last ten years, the School will require additional information in order to comply with 'safer recruitment' requirements.</p>
Privacy Notice	<p>For information, the School's Privacy Notice can be found at:</p> <p>https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf</p>