



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Theatre Technician

Contract: Part-time (3 days a week) or Full-time options available (Term time only)

Salary: NJC Sc2, pt 2 – 4: £27,711pa - £28,128pa – full-time equivalent

Actual salary - £23,670pa - £17,416pa (35h/week) or

- £14,202pa - £14,629pa (21h/week)

Reports to: Creative Arts Faculty Leader

Aim of the post:

To support the Drama and Music Departments in their day-to-day activities and technical running of the departments and leading on all technical elements of the Creative Arts theatre.

MAIN DUTIES AND RESPONSIBILITIES:

- To be responsible to the Head of Faculty for the technical service to the department.
- To check and maintain all lighting and sound equipment, components and accessories, including determining maintenance schedules and keeping appropriate records.
- To operate, programme and rig as needed, lighting and sound system in all drama spaces, including for shows, examinations and as part of technical lessons.
- To lead on lighting and sound lessons with small groups of students to ensure knowledge, understanding and proficiency in the use of technical equipment.
- To ensure general maintenance of theatre space, including general tidiness.
- To order materials and equipment and setting up as required.
- To set up and maintain a bank of purchasing information.
- To co-ordinate departmental orders, including processing and progressing.
- To maintain stock levels and stock records, including stock books.
- To keep financial records and providing the head of the department with periodic statements, regarding the process of expenditure.
- To maintain satisfactory standards of safety and security in relation to the technical service.
- Other appropriate technical duties as directed by the Head of department and Faculty leader.

WHOLE SCHOOL RESPONSIBILITIES

- To take an active role in maintaining the general appearance and upkeep of the Drama department, theatre and Music department.
- To assist where possible in setting up presentations and displays.
- To lead on the implementation of lighting training with students.
- To be responsible and lead on the technical elements of school productions and examinations.
- To attend training courses as appropriate.

6. SAFEGUARDING

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students

7. EQUAL OPPORTUNITIES

- The post holder must carry out their duties with full regard to the school's Equal Opportunities policy.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

School: Central Foundation Boys' School

Position: Theatre Technician

Contract: Part-time/ Full-time (Term time only)

Salary: NJC Scale2, pt3-4 (£27,711pa - £28,128pa); to be paid pro-rata; actual salary

Reports to: Creative Arts Faculty Leader

QUALIFICATIONS REQUIRED

- GCSE or equivalent level, including English and Maths
- Specialist qualification or extensive experience in using relevant technical equipment
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KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of Music Software Cubase, Musescore, Garageband
- Working knowledge of lighting and sound desks specifically the Eos family (ETC ION) and Behringer X32 consoles.
- Good oral and written communication skill
- Good interpersonal skills.
- Excellent organisation and planning skills.
- Ability to motivate and enthuse pupils, and work collaboratively with colleagues.
- Computer literate – good skills in Microsoft Office package.
- An understanding of health and safety and the risk assessment process.
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EXPERIENCE REQUIRED

- Previous experience working in the creative arts, theatre or music industry.
- Working with children or young people and students.

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