

## Technician

### [Scenic Construction]

#### Specialism:

Broadcast & Film | Lighting, Sound & Live Events | **Scenic Construction** | Costume & Wardrobe

#### Level:

Qualified | Apprentice

#### Line Manager:

**Head of Stage Department** | Head of Screen Department

#### Linked Spaces:

TV Studio | Broadcast Gallery | Machine/Server Room | Sound & Lighting Studio | Electronics | IT suites | Edit Suite | **Design Suite** | BOA Group Theatres | Drama Studio | Costume and Wardrobe | Hair and Makeup Studio | **Set & Prop Fabrication Workshop** | **Prop/Set Store** | Costume Store

#### Linked Equipment Categories:

IT | Broadcast Media | Film | AV | Lighting | Sound | **Rigging** | Electronics | SFX | **Fabrication** | **Workshop Tools** | Costume | Hair & Makeup |

### Overview

Working as part of the technical support team, provide specialist technical support for learners, staff and visitors by supervising specialist workshop, studio and performance spaces, and maintaining and supervising the use of specialist equipment both on and off the academy site.

Every member of the technical support team has a technical specialism and is responsible for specific spaces and equipment. However, technicians will work together as a team to support learners, staff and visitors across all areas as required.

### Curriculum Support

- Prepare and pre-stage equipment and spaces, when booked by learners, staff and visitors.
- Set up for lessons, workshops and other activities requiring the use of specialist equipment and/or spaces.
- Offer specialist instruction for individuals and small groups, inducting them in the correct and safe use of specialist spaces and technical equipment.
- Support and supervise learners working in specialist spaces and locations (on and off-site), ensuring they are following correct professional processes, and safe working practices.

- Support and supervise learners working with specialist technical equipment, ensuring they are following correct professional processes, and safe working practices.
- Work alongside learners, teachers, visiting practitioners, and technical staff to execute and deliver creative projects on location and on site.
- Contribute to the curriculum design and development process by collaborating with teaching teams and heads of department.

### **Events and Production Activities**

- Take an active role in departmental and production meetings. Working effectively with a diverse range of designers and creative teams, finding innovative ways to realise the ambitions of major productions and events at a range of locations and venues.
- Support with preparing and setting up the technical requirements for events such as shows, performances, assemblies, showcases, open evenings and examinations.
- Take the lead in areas such as recces, get-ins/outs and turnarounds.
- Lead on moving equipment, sets and properties during all stages of production processes.
- Supervise learners when working on and off site on events and production activities.
- Provide technical services and support for conferences, hires and events as and when required.

### **Health and Safety**

- Maintain a safe working environment, implementing best professional practice.
- Write relevant risk assessments and ensure these are being correctly implemented.
- Maintain accident/incident records.
- Provide specialist health and safety training to staff, students and visitors as and when required.
- Keep up-to-date with developments in Health & Safety law and legislation.
- Act as fire steward and first aider as required.
- Advise on manual handling.
- Ensure the efficient and safe set-up of productions, events and activities.
- Ensure a safe and tidy environment in all working areas.

### **Administration Support**

- Manage and facilitate student/staff equipment and specialist space bookings by pre-staging equipment, preparing spaces, and checking equipment in and out.
- Carry out relevant administrative duties to ensure the academy is well run and resourced. For example, pricing and ordering of equipment and consumables through suppliers, the monitoring of consumables stock, and the maintenance of asset registers and warranties.

### **General**

- Support and promote all company policy, with specific attention to equality & diversity, health & safety and data protection.
- Undertake any other duties or delegated one-off tasks at the reasonable request of the Principal/SLT/line Manager.

**Person Specification for the post of  
Technician**

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|------------------------------------|--|
| <b>Qualifications</b>              | <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Qualifications in a discipline related to the technical specialism.</li> <li>• Driving licence</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Formal education (for example a degree or apprenticeship) in a related technical discipline.</li> <li>• Professional industry qualifications</li> </ul>  |
| <b>Experience</b>                  | <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Proven experience of working within a related technical role</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Production credits from working in a technical role on successful professional productions</li> </ul>   |
| <b>Knowledge and Understanding</b> | <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A good understanding of stage and screen production processes and roles</li> <li>• A good working knowledge of relevant technology and theory. Industry recognised qualifications would be an advantage.</li> <li>• Knowledge of relevant production tools and software.</li> <li>• The ability to show initiative to take the lead in collaborative working environments.</li> <li>• Working knowledge of health and safety law, practices and procedures</li> <li>• A solid understanding and knowledge of risk assessments</li> <li>• A solid understanding of filming permissions processes</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Knowledge of cutting-edge technologies related to the specialism.</li> <li>• A working knowledge of fundamental electrical practice and theory. Industry recognised electrical qualifications would be an advantage.</li> </ul> |
| <b>Skills and Disposition</b>      | <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Broad range of technical and creative skills related to the specialism</li> <li>• Ability to operate relevant specialist equipment safely and to a good standard</li> <li>• Ability to use and support students with using specialist equipment</li> <li>• Ability to supervise young people independently</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Good communication skills</li> <li>• Good planning, budget and time management skills</li> <li>• Good organisation skills with an attention to detail</li> <li>• Excellent IT (Word, Excel, PowerPoint) and literacy skills</li> <li>• Ability to work under pressure alone or as part of an effective, creative and technically proficient team.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of driving vans</li> </ul>  |
| <b>Personal Qualities</b>          | <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• A proactive “life-longer-learner” attitude</li> <li>• A commitment to raising the aspirations of the whole Academy community</li> <li>• Well-developed communication skills to enable the identification and understanding of staff/student requirements</li> <li>• Ability to work with, motivate and supervise young people</li> <li>• Sense of humour and resilience</li> <li>• Calm attitude</li> </ul>   |