



## Job Description and Person Specification

<b>Performing Arts Technician</b> Salary Band 6, Point 9 - 11	
Purpose	Providing technical and some admin support to the Performing Arts Department. To ensure equipment is maintained and all housekeeping for the department can be completed.
Reporting to	Line Manager / Senior Leadership
Working Time Pattern	37 hours per week / 52 weeks per year Actual hours worked will vary to suit the needs of the school. This will incorporate in school hours (including involvement in some lessons and clubs), some evenings (for exam performances, concerns and school productions)

<b>Specific Areas of Responsibility</b>	
<p>The core purpose of the Performing Arts Technician Role is to work closely with the Performing Arts team, to ensure that all curricular and extracurricular technical and administration requirements are fulfilled. It is also there to support the technical requirements of community hirers as requested and to ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained. There will also be some administration support to ensure the smooth running of exams and extracurricular activities.</p> <ul style="list-style-type: none"> <li>● To maintain and service the operation of sound, lighting and recording facilities across the school, and in accordance with Health and Safety regulations.</li> <li>● To film, edit and produce high quality recordings of Performing Arts examinations, lessons and performances as necessary/required.</li> <li>● To act as Technical Director for all school productions and performances, including set design and construction - this will include a range of performances from small scale workshops to large scale musicals across multiple evenings.</li> <li>● To train staff and selected pupils in the safe and effective operation of equipment to support teaching, learning and productions.</li> <li>● To liaise closely with the Performing Arts Subject Leaders, and other relevant staff and User groups (including communities and site team), to ensure that the technical support requirement for delivery of the curriculum, production and community events is agreed and achieved, including editing music and recorded footage</li> <li>● Develop and maintain a good working knowledge of any relevant technology to support teaching and learning and extracurricular activities in the Performing Arts.</li> <li>● Advise and support staff with the development of technical facilities which form part of the School Development Plan.</li> <li>● Support teaching staff in delivery of curricular and extra-curricular activity, where technical input can enhance the experience.</li> <li>● To train and develop a student technical crew to support productions, concerts, dance shows etc and to supervise this student crew during productions in conjunction with performing arts teaching staff</li> <li>● Set up, control and supervise instruments, PA and other equipment for events, concerts and productions (both inside and outside School) as and when required and operate light and sound support as appropriate.</li> <li>● Create and manage a booking system for the performing arts equipment and facilities as required.</li> <li>● Attend student trips and visits as required to support learning, for example industry-based learning, concerts, productions and festivals.</li> </ul>	

- To be responsible for the maintenance of all Performing Arts equipment, which includes
  - making regular checks to ensure all equipment/instruments are in safe and sound working condition
  - repairing/arranging for repair of and servicing all equipment and instruments
  - ensuring all equipment is clean, safe, tidy and secure
  - keep an accurate inventory of all equipment and instruments
- Record student performances and coursework production or enrichment events, duplicating USB's and the like for coursework in line with exam board requirements. To upload all NEA coursework as required.
- To design, rig and /or operate lighting, sound and other technical equipment where necessary
- To maintain strict Health and Safety standards, including the Main Hall, ensuring all users of the facility adhere to the regulations and instructions.
- To demonstrate and assist other users (staff/hirers) in the safe and effective use of specialist equipment/materials within the performing arts department and share best practice.
- Assist in maintaining the learning environments in which students and staff can work effectively, including ensuring the Performing Arts facilities are always kept tidy and organised.
- Oversee hire and return of any set, props, costumes, lighting and sound equipment as required.
- Ensure the organisation and safe storage of set, props, costumes, lighting and sound equipment.
- To co-ordinate with the Heads of Drama, Dance and Music the scheduling and organisation of all theatre events.
- To co-ordinate the scheduling of rehearsals, production get-ins and get-outs. • To be responsible for a Technical budget.
- To ensure the Department remains up to date with invoices and other administration.
- To contribute to the website and publicity material as appropriate.
- To organise and prepare all poster, programmes, tickets, FOH and refreshments for events in conjunction with Heads of Department.
- To co-ordinate and contribute to displays and exhibits as appropriate.
- To assist in the coordination of trips and workshops, including collection of reply slips, payment and risk assessments
- Working collaboratively and cooperatively with all other colleagues.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post.
- To contribute to the overall ethos, work and aims of the school.
- To participate in the school's performance review process.
- To adhere to the school's policies and procedures.

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

#### Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils

#### Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

#### Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

### Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

### Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	Experience of being a design technician Evidence of professional development relevant to this role
<b>Skills and knowledge</b>	Good knowledge of legislation and guidance on Health & Safety requirements Excellent communication and organisational skills Knowledge of guidance and requirements around safeguarding children Good IT skills, including previous use of school systems such as MIS and safeguarding systems. Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders
<b>Personal qualities</b>	Commitment to upholding and promoting the ethos and values of the school Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to equity

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.