Job Description

Post Title:	**Performing Arts Technician**
Responsible to:	**Head of Arts Faculty**
Liaising with:	**Subject Leaders & Staff specifically in the following curriculum areas, Music, Drama, Dance; ICT Team; Site Team**
Working Time:	**37 hours per week**
Salary Grade:	**Scale SS G3/4**

Whole School Responsibilities

1. To co-ordinate whole school events & presentations. This will involve managing sound & lighting systems
2. To be responsible for promoting any extra-curricular provision and ensuring the safeguarding of students involved in those activities
3. To promote the school commercially
4. To make weekly checks on the facilities and AV equipment in Music, Drama and the Arundel Site Hall.

Performing Arts Responsibilities

1. To provide specific technical support for Performing Arts subjects (Media, Drama, Dance & Music)
2. To work with and mentor students in backstage technical skills when possible
3. To support a minimum of one Christmas event, one Spring event & one Summer event
4. To support all extra-curricular activities as required by the Performing Arts subjects
5. To maintain, care & securely store all Performing Arts equipment
6. To maintain an up to date Assets register/inventory for all the Performing Arts subjects
7. To liaise with external contractors & agencies on behalf of the Performing Arts subjects e.g.: hiring additional equipment/expertise as required
8. To run at least one extra-curricular activity within the Performing Arts Faculty

General Requirements

1. A need to work flexible hours e.g.: to cover evening rehearsals & performances
2. A need to keep a written account of hours worked each term
3. A need to work across both sites as required
4. To support the site team in relation to site security as required e.g.: for evening performances

Other Specific Duties:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
To actively promote the school's corporate policies.
To continue own personal development and to engage actively in the appraisal process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:…….... Date: ……..

Postholder:…….. Date:……

PERSON SPECIFICATION

Post Title: PERFORMING ARTS TECHNICIAN

	Essential Criteria	Desirable Criteria
Knowledge & Experience	- A knowledge of websites & website design - Knowledge of sound & lighting systems - Experience of a range of computer applications	- Experience of working in a theatre setting using a range of technical equipment - Experience of co-ordinating stage crew for events/productions
Skills & Abilities	- Ability to work in an organised and methodical manner - Ability to communicate with a number of different people and companies - Ability to gain competitive quotes for materials and services and present Head of Performing Arts with budgets for events - Ability to convey information clearly & accurately - Ability to maintain efficient record keeping systems - Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc - Ability to take personal responsibility for organising day to day targets - Ability to demonstrate confident technical skills - Ability to work as part of a team	- Performing skills (either instrumental or in another area of performing arts) - Driving licence
Personal Qualities	- Self-starter with enthusiasm for the Performing Arts in school - Ability to demonstrate commitment to Equal Opportunities - Willingness to participate in further training and developmental opportunities offered by the school to further knowledge	
Additional Criteria		- Previous experience of working within an educational environment