Role Profile - Performing Arts Technician

Accountable to: Head of Department
Grade: 5 - SCHG41a

Job Summary

The postholder will provide technical support across music, drama and dance, supporting practical teaching and learning within the classroom through the preparation, demonstration and maintenance of equipment and resources. They will also provide technical sound, lighting and audio-visual support for school productions, concerts, showcases and other events, including leading and training the student sound and lighting team.

Main Responsibilities

- Plan, prepare and set up specific resources/materials/equipment for lessons, school performances and whole school events (e.g. Open Day).
- Support and contribute to the development of lessons and assessed (exams) practical work.
- Ensure that all teaching and performance spaces are fully prepared, safe and fit for purpose at all times.
- Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order.
- Update records, including production of reports and analysis of information.
- Contribute to planning and development of systems, policies and procedures for their technical area.
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.
- Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/misuse.
- Develop, prepare and maintain specialist resources as required.
- Order and maintain resources within an agreed budget.
- Demonstrate the use of equipment to technical and other staff.
- Lead the student sound and lighting club so they can provide technical input at school events.
- Supervise the student technical team at productions, showcases and events.

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Other Duties

- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Understand and comply with all other relevant school policies.
- Attend courses and broaden knowledge and skills relevant to responsibilities.
- Carry out any other reasonable duties and responsibilities commensurate with the post.

Working conditions

The post holder will be regularly working with specialist sound, lighting and performance related equipment. There is a high degree of manual handling involved including regular working at heights. The post holder will need to be physically fit, and dexterous. Performance and school events will take place outside the school's normal working hours and so the post holder must be able to work flexibly to meet these needs.

Person Specification

Type of education, skills, attributes, and experience	**Requirement level**
Education	
Maths and English pass at GCSE or equivalent.	Essential
Performing arts qualification at level 3.	Desirable
Level 4 qualification in a relevant area (e.g stage and production management, technical theatre, performing arts, creative music etc).	Desirable
Experience & Skills	
Detailed knowledge of using AV and lighting in live performances.	Essential
Experience of designing and using stage lighting and other performing arts technology including the use of lighting boards.	Essential
Experience of stage management, production and set building.	Essential
Knowledge of relevant policies/codes of practice and awareness of relevant legislation in related areas.	Essential

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Digitally literate and able to work effectively with a range of digital technologies.	Essential
Excellent standard of spoken and written English.	Essential
Exceptionally good organisational skills including the ability to plan, prioritise, work to deadline, and manage time effectively.	Essential
Ability to communicate and differentiate subject specific concepts and ideas.	Essential
Experience of working or volunteering in a school environment.	Desirable
Attributes	
Confident communicator – both face-to-face, on the phone and in writing.	Essential
Ability to communicate diplomatically and sympathetically with a range of different audiences.	Essential
Positive, can-do attitude.	Essential
A desire to learn and develop skills through independent research. An ability to use own initiative to 'work it out'.	Essential
Willingness to learn new skills relating to the set up and maintenance of equipment within the specialist areas of music, film, dance & drama.	essential
A desire to see jobs completed to a high standard and with close attention to detail.	Essential
Ability to use initiative, work independently and manage and prioritise own workload.	Essential
Ability to collaborate and work as a team and a willingness to take on other roles and responsibilities within the team.	Essential
Smart professional appearance.	Essential