



Job Description

JOB TITLE:	Performing Arts & Media Technician
GRADE:	Support Pay Scale
REPORTS TO:	Head of Department - Creative & Performing Arts
CAMPUS:	Windsor
JOB PURPOSE:	To provide first class technical support for students and staff within the subjects of Creative Media and Performing Arts whilst also supporting the delivery of high-quality teaching and effective learning through technical support.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Join a successful performing arts team that produce 10 public performances a year at The Old Court, Windsor.
2. Contribute to the production design of college productions to a professional standard and operate lighting and sound desk at a professional venue. (Please note that the postholder will be required to work evenings on occasion).
3. To assist with the maintenance and use of equipment including lighting, sound, cameras, appropriate software packages and props.
4. Assist in the management of the campus' Virtual production studio, editing suite and podcast studio.
5. Liaise on occasion with external stakeholders on commercial lettings of the virtual production studio.
6. Induct students into the safe use of the technical areas, associated equipment and machines
7. Help maintain the College systems documentation.
8. Undertake filming, editing and archiving student assessments for moderation



9. Assist with College-wide events such as Open Evenings.
10. Keep skills up to date by participating in training as required.
11. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

Mar 26



PERSON SPECIFICATION
Performing Arts & Media Technician

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
The successful candidate will have experience in the field of production, stage management, live events or is a graduate or college leaver, having studied such a background.	✓		AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in English or equivalent. (please state this in your application)		✓	AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in Mathematics or equivalent. (please state this in your application)		✓	AF
EXPERIENCE			
Evidence of successful team working in a professional educational or theatre environment	✓		AF / IV
Industry related experience in media/theatre	✓		AF/IV
SKILLS / KNOWLEDGE / ABILITIES			
Ability to design, rig and work lighting for performance.	✓		AF/IV
Ability to design and work sound for performances.	✓		AF/IV
Ability to construct basic sets as required.	✓		AF/IV
Up to date knowledge of the technical developments in the screen industries		✓	
Proficient IT skills, including knowledge of Microsoft Office, Premiere Pro, digital video cameras and QLab		✓	AF/IV
Proven ability to meet deadlines and targets.	✓		AF/IV
Proven ability to work independently with minimal supervision and as part of a team	✓		AF/IV
Proven verbal & written communication skills – the ability to communicate effectively with a wide range of people, both internally and externally at all levels	✓		AF/IV
Be highly organised, methodical and have a flexible approach to working practices	✓		AF/IV

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation