

Job Description

JOB TITLE:	Performing Arts Technician
GRADE:	Band G Support Pay Scale
REPORTS TO:	Head of Department Sport & Performing Arts
CAMPUS:	Strode's College
JOB PURPOSE:	To support Drama, Acting, Dance & Music Departments.

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

Main Duties

1. Support learning.
2. Provide a safe learning environment.

1 Support Learning

- 1.1 To support students who wish to realise their creative outcomes when 'teching', during dress rehearsals and performances.
- 1.2 To supervise and demonstrate technical and practical skills to students, supporting their development and ensuring they can use equipment effectively.
- 1.3 To support teaching in Music, Dance and Acting workshops to ensure learner opportunities are maximised.
- 1.4 To prepare resources, teaching areas, studios and other teaching aids for staff.
- 1.5 To have a comprehensive understanding of DAW and DMX software and deliver workshop sessions using these tools.
- 1.6 To assist with the recording, audio editing and sound production requirements of Performing Arts courses.

2 Provide a Safe Learning Environment

- 2.1 To ensure the safe use of studio equipment and spaces by supervising students and demonstrating safe working practices.
- 2.2 To abide by and work within the College Health and Safety Policy, carry out risk assessments and ensure students also work within the policy.
- 2.3 To undertake servicing and maintenance of equipment within the Performing Arts Department, arranging repairs when required to maintain safe working practices.

3 General Duties

- 3.1 To maintain and provide technical support in areas of specialism, including testing and setting up equipment.
- 3.2 To provide technical support for in-class and evening assessment and performances, including sound, lighting and video recording.
- 3.3 To manage the storage and sharing of video footage from rehearsals, assessments and performances.
- 3.4 To regularly organise and maintain inventories of props, costumes and equipment.
- 3.5 To manage online booking systems for studios to facilitate students rehearsals.
- 3.6 To source and order new equipment and materials when required.

NOTE

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](#).

PERSON SPECIFICATION - TECHNICIAN

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L3 qualification in subject area supporting	X		AF
L2 English	X		AF
L2 maths	X		AF
First Aid qualification or willing to work towards	X		AF / IV
EXPERIENCE			
Work experience relevant to area	X		AF / IV
Experience of working with young people		X	AF / IV
Experience of working in an educational environment		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Ability to embed English and maths into learning		X	Test
IT skills e.g. word, excel, power-point, email, databases	X		AF
Ability to motivate students	X		Test
Good administrative skills	X		AF
Ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Commitment to inclusion	X		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