

Job Profile

Job Title:	Performing Arts Technician
Grade:	Scale 3 (points 5-6)
School:	Redden Court School
Reports to:	Performing Arts Department

Job Purpose and Context:-

We are looking for an enthusiastic technician with excellent IT skills and knowledge to be responsible for the general maintenance and efficient working of a lively Performing Arts department. The successful candidate will be required to provide technical support to staff and students within lessons, for productions and school events which may take place out of school hours.

Candidate Requirements:

- Good knowledge of Cubase Music Production Software.
- A good communicator
- Someone who is conscientious and enthusiastic
- Must be organised and have the ability to be flexible

Qualifications / Knowledge / Health and Safety:

- Knowledge of Music technology and recording equipment
- Knowledge of Apple Mac and PC computers including digital recording and photography equipment
- A good knowledge of digital film recording and editing
- Working knowledge of lighting and sound design for the theatre
- Able to read and write complex technical report
- Understanding of Health and Safety

Roles and Responsibilities:-

- To assist staff and students in the use of specialist core department equipment, including lighting and sound desk equipment and computer-based software.
- To be responsible for organising an inventory of equipment for Music and Drama, maintaining and securing all equipment listed on the inventory. Including musical Instruments.
- To assist and support Music and Drama in all internal, after school and external events (including open evenings), managing any 'on loan' system and taking responsibility for all equipment including the preparation of lighting

and sound for all performances (in and out of school hours) and careful return and storage of equipment.

- Responsible for the recording and maintaining a catalogue (video/audio) of students coursework and school performances and subsequent editing and copying.
- Promotion, training and managing an effective Student Tech Team across all core departments.
- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction of sets. To implement data back-up strategies to safeguard coursework for core departments.

General:

- General maintenance work within the relevant departments, including minor repairs to ICT, sound and video editing equipment. Planning ahead for repairs and servicing of all equipment. Weekly check to ensure all departmental PCs and macs are functioning.
- Helping with and being aware of ICT/MAC developments and opportunities.
- To provide technical support for whole school presentations i.e. open evenings and assembly work when requested.
- Assisting with the running of courses for students on the technical aspects of theatre and other performances.

Other Professional Responsibilities:

- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.
- To take an active role in the School Performance Management system to review own progress and set targets for future development.
- To undertake the responsibilities of a tutor as part of the Vertical Tutoring system

Notes:

1. Redden Court School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically

identified in the job description, but which is in line with the general level of responsibility of the post.

4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time

Signed:

Date:

Signed:

Date:

(Head Teacher)

Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people
