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| **Role:** | | **Performing Arts and AV Technician** |
| **Job Purpose:** | | A multi-skilled technician with the ability to work across all disciplines within the Performing Arts and to support with audio-visual technical requirements across the school, at a range of events.  Provide technical support for all technical requirements of all performance work and events (theatre, music, dance and other) delivered or presented in a variety of venues at both Senior School and Junior School. |
| **Accountable to:** | | Head of Music |
| **Accountabilities:** | | |
|  | **Support for lessons, performances, productions and the performing arts departments**   1. Prepare, set out and clear away equipment and materials for lessons and practical sessions/activities including staging, seating, furniture, sets, costumes, props, instruments, drum kits, sound and lighting equipment. 2. Transport departmental equipment between school sites and external venues as required. 3. Provide assistance to the teacher and pupils during lessons, particularly if any equipment malfunctions. 4. Ensure all ICT equipment and resources are ready for use in lessons as required. 5. Provide administrative support to the Performing Arts departments, such as, specialist purchasing, script management, oversight and management of peripatetic timetables, bookings and supervision arrangements, trip organisation, production of lesson resources and helping to consolidate performance exam footage. 6. Provide support for pupils using technical equipment, e.g. for performance examinations. 7. Provide support to relevant cocurricular activities and whole school events. 8. Participate in a rota to ensure the supervision of pupils in department areas at ‘social times’ during the school day. 9. Resource management; maintain all departmental inventories and records to ensure that all costumes, props, lighting, staging, instruments, sound equipment, spares, consumables and other ancillary items are kept in good working condition, secure, available, tidy, in tune and in good order at all times. 10. Practical completion and assistance with rigging, de-rigging, lighting, sound, AV equipment, staging, seating layout changes, get-ins and get-outs. Ensuring that all equipment is in place for the commencement of performances and school events. 11. Supporting the Drama, Dance and Music departments by programming and running lighting for shows and running sound, where necessary, for performances, events, practical exams and concerts. 12. Actively assist with the training of pupil technical teams in Senior School. 13. General upkeep of the departments 14. Attending departmental meetings | |
|  | **Audio-Visual Support**   1. Develop expertise in the AV equipment and software used across the teaching spaces in the school to be able to offer practical support and advice in response to technical audio-visual queries and requests from our staff team, including supporting teachers and other school staff in using audio-visual equipment, e.g. for class presentations, assemblies, teaching, lectures and public events 2. Set-up and be present to support with school events where audio-visual technology will be used (e.g. Open Evening, visiting speakers, competitions, festivals etc) 3. Work alongside the ICT Support Team, to provide ICT support relating to audio-visual equipment for teaching and learning, e.g. digital display screens, projectors, IWBs, presentation software etc 4. Prepare specialist teaching areas and equipment for practical sessions 5. Assist in the development of easy-to-follow user guides for the equipment and software available in teaching spaces and main AV venues within the school 6. Assist in the delivery of regular training and drop-in sessions to help staff in the use of AV equipment that is specific to the teaching space they will be working in or supporting 7. Work with individual members of staff to provide support in resolving specific AV issues 8. Work with Facilities Management and ICT Support teams to resolve AV equipment failure issues | |
|  | **Health and Safety**   1. Ensure all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required. 2. Assist with the maintenance and general upkeep of the backstage areas, including the stage, light and sound control boxes, dressing rooms and storage areas ensuring that they are kept clean, tidy and in order at all times. 3. Maintain, at all times, a safe working environment and ensure that all health and safety policies are adhered to in relation to performance spaces, technical equipment and users. 4. Support the Heads of Department with preparation of and compliance with necessary risk assessments for rooms, venues, activities, events and productions 5. Undertake training as necessary for activities across our school sites which include security, first aid, heating, fire alarm, public address and ventilation systems 6. Ensure the performance venues and associated spaces are made safe and, when required, secured as soon as practicably possible after the completion of the performance or event | |
|  | **Other**  Undertake other reasonable duties related to the job purpose required from time to time. Work alongside the ICT Support Team and/or the Technician teams in other departments to provide support across the school when available. | |
|  | **General requirements** | |
| All school staff are expected to:   1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. 2. Contribute to the school’s programme of cocurricular activities. 3. Support and contribute to the school’s responsibility for safeguarding pupils 4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors 5. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. 6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. 7. Engage actively in the performance review process. 8. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars. 9. Undertake other reasonable duties related to the job purpose as required from time to time. | | |
| **Review and Amendment** | | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

**Skills Required**

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| Practical ability to complete technical set-ups of musical instruments, staging, sound, lighting, ICT and audio visual equipment | Essential |
| Ability to operate equipment and systems for sound, lighting and audio visual equipment for performing arts lessons, practices, recordings and performances | Essential |
| Proven high level of organisational skills | Essential |
| Good communication skills, demonstrating the ability to work effectively with a variety of people including staff, young people, visiting and resident professionals and the general public | Essential |
| Basic musical instrument maintenance skills | Desirable |
| Simple costume and prop repair skills | Desirable |
| Ability to construct simple set items | Desirable |
| Excellent written and spoken English | Desirable |
| Health and Safety training/qualifications | Desirable |

**Knowledge Base**

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| Knowledge and understanding of technical theatre equipment and processes, including the ability to understand technical specifications | Essential |
| Awareness of current appropriate health and safety regulations | Essential |
| ICT Knowledge, sufficient to support teachers with audio-visual requirements for lessons and events | Essential |
| Knowledge of common musical instruments, their care and maintenance | Desirable |
| Knowledge of Music technology (Mac) or a willingness to be trained in this in order to support the work of the Music Department | Desirable |
| Understanding of how to use photography and videography equipment and editing software | Desirable |
| Equipment building/maintenance experience | Desirable |

**Qualifications/Attainment**

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| Practical training in AV Technology | Essential |
| Formal Qualifications in Technical Theatre, Performance or ICT/AV Support | Desirable |
| Full, clean, UK Driving Licence | Desirable |

**Experience**

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| Experience of operating and programming both lighting and sound consoles on a variety of productions | Essential |
| Experience of managing, caring for and maintaining musical instruments, ensembles, performance set-ups etc | Desirable |
| Experience of working in a charity or educational setting, or with young people | Desirable |
| Experience of offering technical support to others, e.g. as part of a support staff or team managing queries | Desirable |
| Experience of Lighting Consoles/ Sound Consoles | Desirable |

**Attitude/approach**

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| Willingness to work flexible hours, including evenings and weekends as required | Essential |
| Self-motivated and able to work under own direction | Essential |
| Proactive and imaginative in approach | Essential |
| Flexible and willingness to be involved | Essential |
| Ability to work with young people | Essential |
| Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations | Essential |
| Efficiency, accuracy and attention to detail | Essential |
| An ability to understand the purposes of Safeguarding policies, procedures and guidelines within a school context | Essential |