

Role Profile

POST TITLE	Performing Arts Technician
Purpose:	<p>To provide technical support and assistance to the Music Department including events, within lessons, and extra-curricular.</p> <p>To provide technical support and assistance to the Dance and Drama departments when required.</p> <p>To oversee the use of, and maintain the school's recording studio and the school's PA and lighting equipment.</p>
Reporting to :	Head of Music
Responsible for:	Providing technical support and use/maintenance of sound, musical and lighting equipment.
Liaising with:	Head of Dance, Head of Drama and other Technicians, Teachers and Subject Leaders
Working Time:	22.5 hours per week – 40 weeks
Salary:	Salary: - HCC Grade D
Disclosure level:	Enhanced

Role Requirements

Accountabilities	
Providing technical support and assistance	<ul style="list-style-type: none"> • Provide technical support within the Music, Dance and Drama departments • Operate equipment in the recording studio including setting up and running GCSE recordings • Operate the sound/lighting equipment in the Performance Building and Main Hall • Undertake sound recordings and create visual clips supporting curriculum and production requirements • Supporting GCSE pupils with their technical requirements for the vocational music course. • Film / record pupil work where appropriate and applicable • Flexibility to support the college in their technical requirements for college productions and concerts including occasional evenings and weekends • A willingness to run and support extra-curricular clubs and enrichment lessons • Set up laptop and seating in the Performance Building when required for staff training or teaching purposes • Willingness to support with sound and technical issues within the classroom for music (two iMac Suites and the recording studio), dance and drama • Willing to support with trips in music, dance and drama • Knowledge of pop band instruments is desirable
Administration	<ul style="list-style-type: none"> • Maintenance of inventory of technical equipment

	<ul style="list-style-type: none"> • Additional Admin as required to support music, dance and drama
Maintenance and care of equipment	<ul style="list-style-type: none"> • Maintain equipment in the recording studio • Maintain instruments and technical equipment within the music classrooms and practice rooms • Maintain the sound / lighting equipment in the Performance Building and Main Hall • Maintain the stage area in the hall ensuring equipment is in working order • Ensuring iPads are maintained, charged and cleaned as required
Corporate and statutory initiatives – equalities/health and safety/e-government/sustainability	<ul style="list-style-type: none"> • A range of health and safety responsibilities, including: • Ensuring machinery is switched off at source • Ensuring equipment and materials are maintained to a safe standard ensuring compliance with all health and safety regulations • Risk Assessments of technical equipment

<p>Key Decision making areas in the role</p> <ul style="list-style-type: none"> • Liaising with appropriate contractors for maintenance and equipment repairs • Deciding on any health and safety concerns that should be raised with the Head of Department • Organisation of the equipment in the recording studio including mic stands, leads, microphones and the sound desk.
<p>The role dimensions</p> <ul style="list-style-type: none"> • Providing technical support within the Music, Dance and Drama departments • Maintaining the school's sound, musical and lighting equipment • Running the recording studio for KS4 lessons, with the potential of training up students in its use.
<p>The main contacts</p> <ul style="list-style-type: none"> • Teaching staff – liaising in relation to lesson planning, in order to prepare appropriately, and assisting during lessons as required, on a daily basis. • Head of Music – daily liaison with line manager on practical job-related issues • Head of Dance and Head of Drama – liaising with members of staff on tasks required • Pupils daily • Other support staff and administration staff • Contractors and repairers
<p>Working Conditions – environment, and physical effort or strain</p> <ul style="list-style-type: none"> • Moderate degree of physical effort involved in preparing classroom equipment and maintaining rooms and storage spaces, specifically moving and handling of heavy items • The role may involve working in an environment which is particularly noisy, hot or dusty

Specific Essential Qualities.

- An aptitude for and good working knowledge of subject area OR a degree or other equivalent qualification in sound engineering/music technology/music
- Knowledge of health and safety requirements in subject area
- An appropriate qualification in subject area
- Some knowledge or experience of an educational environment
- Good organisational skills. Good communicator.
- Approachable and patient.