

Job Description

Role	Performing Arts Centre Technician
Reports to	Performing Arts Centre Senior Technician
Department	Music and Drama
Relationship	The postholder is accountable to the Performing Arts Centre Senior Technician in all matters relating to this post. All staff are ultimately responsible to the Head. The postholder will work closely with team members and support the team when necessary.

Duties & Responsibilities

Purpose

To support the PAC Senior Technician in ensuring that all Performing Arts teaching and performance spaces are fully prepared and always fit for purpose. To provide technical preparation and support for rehearsals and internal and external performances as required; provide excellent, informed teaching and guidance of aspects of technical theatre and industry pathways as required, support the wider use of Performing Arts resources throughout the School, and engage fully with the wider demands of the role within the school setting.

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
 - **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions.
 - **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy.
 - **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can.
 - **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions.

Department

- To support academic staff in Performing Arts lessons and assessed practical work.
- To provide specialist and practical support to Performing Arts lessons and Theatre users.
- Ensuring that all Performing Arts teaching and performance spaces are well maintained, safe and always fit for purpose.

- Maintenance, inventory, upkeep and upgrading of tools, resources and stock as required as well as ensuring that all resources are stored safely and tidily at all times.
- Regular, scheduled maintenance, supervision and operation of all lighting, sound, audio equipment and electronic instruments and AV systems used within the Drama Department, Music department, Performing Arts Centre, or at external School Events
- To report any damaged equipment and out of date PAT testing to the PAC Senior Technician
- Ensuring that all users of the Performing Arts facilities are fully supported with the appropriate resources and expertise as required.
- Monitoring and maintaining stock items (lamps, gels, gobos, tape, screws, timber, Headphones, Mic Cables etc)
- Liaising with the PAC Senior Technician to order and obtain supplies as required.
- Remaining up to date with industry practices and employing industry and internal health and safety measures
- Attending Music and Drama department meetings on a weekly basis
- Attending rehearsals for Music concerts and Drama productions in order to assist with relevant technical preparations.
- Providing technical support and expertise for Music and Drama performances – this may include movement and setting up of instruments and music stands, operation of equipment, supervision of staff and students, scenic construction and maintenance of properties and wardrobe elements.
- Support the PAC Senior Technician with ensuring that all practical student examinations are fully supported from early rehearsals to the planning of technical rehearsals and final performances in communication with the Head of Drama and Director of Music.
- Support the PAC Senior Technician with the construction of set and properties to a high standard, in consultation with the relevant production manager.
- Creating and producing lighting, sound, and AV designs to a high standard, in consultation with the relevant departments and students if required
- Recording, editing and digitally producing records of all pre-planned Music and Drama performances and examinations.
- Providing technical teaching support and resources as part of teacher-led lessons to all students but specifically to those wishing to pursue technical pathways for assessment at GCSE and BTEC level.
- In consultation with the Head of Drama, provide any additional resources, industry models and guidance for training, careers and progression to those students interested in pursuing technical theatre beyond school.
- Support the PAC Senior Technician to set up and operate sound and AV systems for school productions, assemblies, concerts, sports day and other events across the school site.
- Support the PAC Senior Technician to work on initiatives within the school such as charity performances, co-curricular and boarding activities such as film nights.

- Support the PAC Senior Technician to Ensure House activities which make use of Performing Arts resources and spaces such as the Interhouse Performing Arts Competition or the Science Quiz are successfully facilitated.
- Supporting the school's Artsmark commitment as required
- Liaising with the PAC Senior Technician, Performing Arts Admin Assistant, teaching staff and Lettings Manager to ensure smooth co-ordination of the use of practical spaces.
- To act when required as a nominated duty technician for School events, external hires and after school activities.
- When acting as a duty technician to be responsible for the safety of the venue, visiting companies and audiences visiting the Blackledge Theatre.

Professional Responsibilities

- To promote and support Godolphin's values of Ambition, Authenticity, Kindness and Courage and encourage staff and students to follow this example.
- To promote, facilitate and deliver excellent educational outcomes for all.
- To promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager or Data Protection Officer at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Specialist qualification or extensive experience in Technical Theatre	Essential	Application Form
	GCSE English/Maths Grade C or above, or equivalent	Essential	Original Certificates
	Degree in Technical Theatre or similar professional/vocational qualification	Desirable	
Work Experience	Previous experience in a Theatre or Live Event setting	Essential	Application Form
	Relevant experience in a Theatre or Live Event setting	Essential	References
	Experience working in a school environment or working with young people	Desirable	Theatre Skills Test
	Experience as a Theatre Technician	Desirable	
	Working knowledge of lighting and sound desks, specifically the Eos family (ETC ION) and Behringer X32 consoles	Desirable	
Communication Skills	Excellent communication skills in all forms	Essential	Application Form
	Accuracy and attention to detail	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Problem solving	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work on MS Office Applications	Essential	
	Use of Qlab	Desirable	
	Use of Garageband and/or Audacity	Desirable	
	Use of imovie and/or Final Cut Pro	Desirable	
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Passion for the performing arts	Essential	Driving Licence check
	Proactive, able to think laterally when required	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Desirable	
	Full clean driving licence	Desirable	

Additional Information

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.

This is an outline Job Description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department, or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

Signed: **Date:**
Post Holder

Signed: **Date:**
Head

One copy to be retained by member of staff and one kept on the employee's file.

***Godolphin School is committed to providing a safe, supportive and stimulating environment for all its students following the latest Safeguarding Children guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.***