

# The Hemel Hempstead School



## Job Description

**Job Title:** Performing Arts Technician

**Scale:** H4

**Hours:** 20 hours per week (actual times can be flexible subject to the needs of the business)

**Contract:** Permanent part time - Term time only 38 weeks

### Core purpose

To support the school's values and aims

To uphold the school ethos 'Teaching and learning at the heart of all we do'

To support the Performing Arts Department

### Core Leadership qualities

Adherence to the core vision and values of the school

High professional standards

Flexible approach

Effective communication skills

Being an effective member of the support team, and the whole school team

Personal integrity in terms of confidentiality and discretion

Positive attitudes to change and continuous improvement

Leading by example

Ability to motivate and empower others

### Specific Responsibilities

- Taking responsibility for preparing lighting and sound for all performances (in and out of school hours) and careful return and storage of equipment.
- Operating lighting and sound for all performances.
- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction and painting of sets.
- Care and maintenance of all equipment (lanterns, lighting board, computers etc.) including setting up and maintaining an inventory and managing the 'on loan' system.
- Advising on the purchase of equipment.
- Supporting students in the recording / delivery of coursework.
- Assisting with the recording (video / audio) of actual performances and subsequent editing and copying.
- Managing the catalogue of performance evidence to support examination.
- Liaising with the community (in association with Premises Manager) for events (in and out of school).
- Assist and support performing arts staff and students in the use of performing arts equipment including computer-based software for teaching and learning purposes
- To report any malfunction of equipment or software upon discovery to head of performing arts.
- To be responsible for maintaining and securing all equipment listed on the performing arts inventory.
- To oversee student technicians in peer-led learning.
- To lead the development of technician teams for any in house production work (such as drama and dance clubs).
- To assist with / encourage / lead set design and construction where required.

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- To provide technical support for assembly work when requested.
- To support external bookings where technical facilities are required.

## Outcomes

- To support the effective delivery of technical services for performing arts

**Line manager:** Head of Drama

## Person Specification : Criteria

Professional Experience, Skills and Commitment	Essential	Desirable
<ul style="list-style-type: none"> <li>• Education to Degree/Diploma level in an aspect of theatre/Performing Arts technology</li> <li>• Sound knowledge of relevant Health and Safety procedures.</li> <li>• Experience and understanding of sound and lighting equipment</li> <li>• Good management skills</li> <li>• Genuine interest and enthusiasm for Performing Arts</li> <li>• Awareness of new technology</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<ul style="list-style-type: none"> <li>• Organised, methodical, resourceful and have the ability to respond rapidly to unforeseen demands.</li> <li>• Ability to use one's own initiative</li> <li>• Prioritise planning of own work schedules in response to immediate and long term needs of the department</li> <li>• Good communicator</li> <li>• Excellent interpersonal skills</li> <li>• Good team worker</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<ul style="list-style-type: none"> <li>• Lead by example and take responsibility</li> <li>• High professional standards</li> <li>• Prioritise effectively</li> <li>• Confidentiality &amp; discretion</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

## Additional Information

Assisting with the wider work of the Performing Arts faculty, e.g. Trips, Extra-Curricular programme, team teaching.