**JOB DESCRIPTION – Performing Arts technician**

**Job title:** Performing Arts Technician

**Responsible to:** Head of Performing Arts

**Pay scale:**  Grade 7

**PURPOSE OF THE JOB**

The Performing Arts Technician to manage and maintain all Performing Arts technical equipment and provide technical support for staff and students in the Performing Arts Department. The role will include developing and providing support for extracurricular Arts projects. It will include Music technology, stage and sound lighting operation and video editing. The successful applicant will also be responsible for whole school display.

**key Accountabilities**

* To be responsible for the maintenance, safekeeping and day to day running of the Recording Studio, Creative Arts Technology Suite, performance and audio equipment.
* To be responsible for the maintenance, safe keeping and day to day use of all musical instruments and related accessories (such as amplification, cabling and power)
* To prepare the Recording Studio (hardware and software) for recording sessions and manage the process of recording and burning to CDs, GCSE recordings and any other Performing Arts recordings.
* To liaise with the Head of Faculty and visiting peripatetic staff to maintain and distribute instrumental timetables to pupils
* To support and advise the teaching and learning within the Creative Arts Technology Suite and provide support for extracurricular Arts projects.
* To be responsible for the maintenance, safe keeping and operation of all sound and lighting equipment.
* To support and advise with the teaching and learning of the Drama Studio sound and lighting equipment.
* To be responsible for the maintenance, safe keeping and operation of all sound and lighting equipment for performances and learning.
* To provide technical support at all Performing Arts Department events and any whole school event that requires sound, lighting, video recording or editing.
* To be responsible for the maintenance, safe keeping and day to day running of all video recording and editing equipment.
* To video record and edit all Performing Arts GCSE coursework, end of term assessments, extracurricular events and school productions.
* To support and advise with the teaching and learning of video recording and editing equipment.
* To train selected students in the operation of lighting and sound equipment in order that they may gain new skills for future college and/or university courses

**SUPPORTING THE SCHOOL**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

* Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
* Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
* To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
* Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately. This will be in liaison with the either the Assitant Head (Pastoral) or the DSL and utilise the schools Safeguarding communication tools (C4C or CPOMS).
* Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.
* To liaise with other staff to share information, concerns and issues regarding students to ensure that there is continuity in helping to solve any issues or problems
* To take any immediate action to attend to sickness and/or accidents by carrying out minor first aid and finding relevant assistance and report accidents where necessary

**OTHER DUTIES**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.