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## Job Description

##### Theatre and Music Technician

Job Title: Theatre and Music Technician

Grade: Scale 4/5

Hours: 36 hrs per week, 52 weeks per year

Reporting to: Section Manager: Performing Arts

Base: Hayes Campus

**MAIN SCOPE OF POST:**

The post holder will contribute to the following areas:

* Technical support for students and staff for lessons, workshops and performances.
* Upkeep and maintenance of all theatre equipment and associated resources, for the Theatre, Dance and Music areas.
* Instruction of students and staff in use of technical equipment and software.
* Management of use of facilities by external bodies and related income.
* Management and organisation of some elements of timetabling and student use of facilities.
* Advising on technical developments and requirements within the area.
* Technical support for outside agencies/Performance Companies using the Theatre, Dance or Music Studios.

### DUTIES

1. **Technical Support**
   1. Provide support as required in the Theatre, Dance and Music Studios for external performances and the day-to-day teaching of students where technical resources are required.
   2. Provide technical support and advice to students and staff in all performance aspects.
   3. Liase with and provide technical support for visiting companies and other external users of the Performing Arts and Music facilities.

#### 2. Maintenance

* 1. Regularly maintain to a high standard all equipment and spaces belonging to the area.
  2. Ensure all equipment and spaces meet the necessary standards for Health and Safety requirements.
  3. Ensure correct usage and safe keeping of all equipment and resources.

**3. Teaching Support**

* 1. Instruct students in technical elements of their course on Level One, Two and Three Performing Arts and Music/Music Technology programmes
  2. Contribute to the organisation, monitoring and assessment of project work.
  3. Assist in the development of learning strategies relevant to the curriculum and College aims.

**4. General**

Develop and monitor technical specification data and information for the Performing Arts area.

Provide advice on technical resource needs in order to facilitate and maximise student learning opportunities.

Advise and support teaching staff on technical areas as required.

Attend staff development sessions as required.

Undertake personal and professional development through relevant training opportunities.

Assist in the organisation of external trips for students as appropriate.

* 1. To take an active part in the appraisal and mentoring processes.
  2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
  3. To comply with and actively promote within their section the College’s Equal Opportunities Policy and Safeguarding Policy.
  4. To participate in and contribute to the College’s in-service and training activities

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| Further Education is an ever-changing service and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. The job description will be reviewed annually through the appraisal process and will vary in the light of the business needs of the college. |

**Theatre and Music Technician**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed?\*** |
| Qualifications |  |  |  |
| A relevant qualification (orextensive training and experience within the industry) | **✓** |  | Cert/AF |
| A degree in the relevant subject area |  | **✓** | Cert/AF |
| A First Aid at Work qualification, or be willing to undertake training and become a nominated First Aider | **✓** |  | Cert/AF/IV |
| Knowledge, Skills and Experience |  |  |  |
| Up-to-date working knowledge of theatre lighting,stage management and sound, including rigging and operating lighting and sound for performances at industry level | **✓** |  | AF/IV |
| Knowledge and awareness of current industrialpractice and developments within the area | **✓** |  | AF/IV |
| Up to date working knowledge of music technology, recording techniques and current software | **✓** |  | AF/IV |
| Practical knowledge of Mac applications and Logic Pro X and other current software programmes |  | **✓** | AF/IV |
| Some experience of instrument maintenance andrepair |  | **✓** | AF/IV |
| Some experience of prop making and set building |  | **✓** | AF/IV |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Good organisational skills | **✓** |  | AF/IV |
| Ability to build effective working relationships with post-16 students | **✓** |  | AF/IV |
| Good literacy and numeracy skills | **✓** |  | AF/T |
| Understanding of the importance of Equality and Diversity and Safeguarding in education | **✓** |  | AF/IV |
| Understanding of Health and Safety issues and their importance | **✓** |  | AF/IV |
| Personal Attributes |  |  |  |
| Ability and willingness to work flexibly including some evenings and weekends if required | **✓** |  | AF/IV |
| Ability to work on own initiative | **✓** |  | AF/IV |
| A positive and forward thinking approach | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising; Working Together; Customer Service; Adaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction