



Job Description: Performance & Art Technician

Reports to:	Head of Performing Arts
Salary:	Grade 5- (£25,762-£29,419) Pro-rata
Contract:	Permanent
Hours of Work:	08:00-16:30 (Term Time only + 2 weeks)
Start date:	ASAP

The Role

As a Performing Arts Technician, you will be responsible for supporting the staff and students of the Performing Arts Faculty (Music, Drama and Art & Design). You will help with the preparation and delivery of curriculum and extra-curricular events, such as concerts, plays and exhibitions. You will also assist the Performing Arts Faculty with the practical aspects of their courses, such as setting up equipment, maintaining instruments and materials, and ensuring health and safety standards are met.

Key responsibilities

Classroom/Practical support

- Provide technical and learning assistance and information to students and staff in the classroom and across the school community.
- Assist with various music and drama performances throughout the year, including setting up equipment, sound and lighting, and backstage support.
- Install the end of year exhibition, which involves handling and displaying 2D and 3D artworks in different materials. (This is an essential duty)
- Support students in the classroom environment to facilitate their learning process, under the guidance of the teacher.
- Maintain high standards of health and safety at all times, following the school policies and procedures.
- To maintain performance and Arts notice boards and displays ensuring they reflect the diversity and creativity of the department, as well as showcase the work and talent of the students.

Preparation

- Preparing the materials needed by the teachers for their lessons, such as scripts, props, costumes, music, etc.
- Repairing, maintaining and storing the equipment used in the Performing Arts classes, such as instruments, microphones, speakers, lights, etc. You will ensure that the equipment is in good working condition and ready to use.
- Setting up the practical equipment before the lessons start, when required.
- Keeping the classrooms tidy and safe for the students and staff.
- To support students one on one, providing technical assistance with the development of student's work.

Equipment Maintenance and Stock

- Support with the inventory of equipment and stock control to maintain a supply of equipment for teaching use. Order stock as directed by the Head of Performing Arts
- Store equipment and items in an orderly manner
- To receive and check deliveries of supplies to ensure accuracy from suppliers.
- Work with the Facilities Manager ensure all tools and equipment are serviced and maintained

Other

- Carry out other reasonable tasks as directed by Executive Principal, line manager and ALT
- To carry out first aid and fire marshal duties, if and when required.
- To operate the cashless catering tills, when required.
- To be flexible in regard to working hours.

- Attend and support out of hours' academy events e.g. summer fair, black history performance.
- This job description is subject to change with the agreement of the post holder.





Person Specification: Performance & Art Technician

Qualification Criteria

- Right to work in UK.
- Ideally qualified to degree level or proficient to A-Level standard in a performing art.

Experience

- Experience in sound and lighting.
- Understand the technical elements of theatre (scenery, lighting, costume and sound).
- Experience of working in a school or similar context (desirable).
- Health and Safety training or experience.
- Knowledge and experience of specialist equipment such as the band saw and laser cutter.
- Knowledge of CAD design: Illustration and Photoshop.
- Knowledge of ceramics and use of the kiln (desirable).

Personal characteristics

- Genuine passion and a belief in the potential of every pupil.
- Positive commitment to student achievement and staff development.
- Ability to relate to young people and adults in the learning environment.
- Helpful, positive, calm and caring nature.
- Enthusiastic, committed and uses initiative.
- Able to establish good working relationships.
- Able to follow instructions accurately but make good judgments and lead when required.
- Able to maintain a high level of attention to detail.

Specific knowledge and skills

- Good communication skills, including written and oral.
- Good organisation skills.
- Good ICT skills.
- Able to work and plan under pressure.
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning.
- Aware of safety issues as appropriate to the post.
- Health and Safety risk assessment in specific working environment.
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
- Understands the importance of confidentiality and discretion.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.
- Undertake other various responsibilities as directed by the Principal and line manager.



Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).