



Brighton & Hove

JOB DESCRIPTION

JOB TITLE: Performing Arts Technician (Casual)

SECTION: Schools

Examples of Job Titles at this Level

Unique role

PURPOSE OF JOB

To provide specialist support to the staff within the Performing Arts department of the school and sixth form, as well support for the general public and private hirers at Windmill Theatre which is based on site.

- Setup and Operation of Lighting, Sound and Audio Visual systems. Ensuring safe usage and that resources are maintained.
- Responsible to: Performing Arts Technician > Facilities Manager
- Responsible for: guidance to crew whether students or outside organisations, on the understanding that all individuals are capable of the activities that they are carrying out.
- There will be a need to interpret information and to resolve differing problems
- Point of contact for general public, hirers, contractor's, staff and students regarding the Theatre and Performing arts facilities once parameters of events have been established.

SCOPE FOR IMPACT

Blatchington Mill School and Sixth Form is a school based in Hove, East Sussex, with excellent Performing arts facilities. Within the grounds of the school there is a Theatre named The Windmill Theatre.

It is a fully equipped working theatre with appropriate sound and lighting systems, control room, large screen cinema style projection, tiered seating for up to 300 people as well as dressing rooms etc.

The school also plays host to many other performing arts spaces, such as 2 Drama / Dance studios with dance flooring and a small lighting rig, as well as several music practice rooms and a recording studio.

The jobholder is an integral part of this service, providing technical expertise and support not only to the school itself, but also to external companies and agencies using the theatre.

The jobholder has technical knowledge and understanding of all the equipment provided within the theatre, as well as other equipment used within the arts department of the school.

PRINCIPAL ACCOUNTABILITIES

- To prepare specialist equipment/resources/materials for both school and hire productions, ensuring all resources are set up appropriately within strict timescales.
- To design, rig and /or operate lighting, sound and other technical equipment where necessary.
- To maintain all technical equipment for the Performing arts department. (i.e. lanterns, lighting board, camcorder, computers, audio equipment, amplifiers, guitars, PA systems etc).
- To maintain strict Health and safety standards, with specific regards to the Theatre facility, ensuring all users of the facility adhere to the regulations and instructions.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
- To supervise student crew during productions in conjunction with performing arts teaching staff
- To demonstrate, and assist other users (staff / hirers) in the safe and effective use of specialist equipment/materials within the performing arts department and share best practice.
- To ensure all Performing Arts areas are clean and tidy (as appropriate) in line with Health & Safety requirements.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may **reasonably** be required

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

Blatchington Mill School is committed to safeguarding our students, we expect all staff and volunteers to support this commitment.

PERSON SPECIFICATION

POST TITLE: Performing Arts Technician (Casual)

SECTION: Schools

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- Educated to **BTEC Level** or comparable relevant experience within a performing arts field.
- Technical knowledge & understanding of Theatre equipment including Lighting, Sound, AV, Staging.
- A basic knowledge of decorating, carpentry.
- Understanding of fire safety + licensing laws in places of entertainment.
- A **clear understanding** of Health & Safety regulations in theatre and schools including **COSHH guidelines**

Experience

- Experience of working within Theatre, music and/or performing arts
- **Evidence of ability to programme and operate a digital lighting desk.**
- **Evidence of ability to programme and operate a digital sound mixing desk.**
- **Experience of working with software packages such as Microsoft office, Adobe, Logic, Garage band, QLAB, Sound Cue System.**

Skills/Abilities

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- **Effective communication skills**
- **The ability to work at height and use of access equipment.**
- **Good Numeracy & Literacy skills**
- **Strong organisational skills**
- The ability to prioritise own workload
- Ability to remain calm in tense situations.
- Ability to problem-solve, coming up with technical solutions.
- The ability to work unsupervised
- **The ability to work long and unsocial hours, often alone.**
- Demonstrate the ability to liaise effectively with other staff, student and visitors to the school.

**Other
Requirements**

- Understanding of Audio Visual systems / projection.
- Willingness to learn and keep up-to-date Theatre / Performing Arts Industry standards.
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role.
- Flexible working hours

Equalities

To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.