



SIR WILLIAM PERKINS'S SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Performing Arts Technician
Reporting to: Head of Drama
Department: Drama

ROLE SUMMARY

The Performing Arts Technician is responsible for the technical operations of performing arts productions, including lighting, sound, set construction, rigging, and equipment maintenance. This position requires a highly skilled individual with expertise in various technical disciplines to ensure the smooth execution of performances and events.

RESPONSIBILITIES

- Recruit and run crew for events, productions, drama examinations.
- Rota crew for assemblies
- Set up & de-rig equipment for parents' evenings
- Set up equipment for School events including, but not limited to, FOSWPS, Sports Day, Concerts
- Design, rig and run theatrical lighting and sound for concerts, productions, and other School events, for example Senior Awards
- Train and monitor students to use lighting and sound equipment
- Maintain lighting & sound equipment
- Recruit and run film crews for events, quite often multi-camera shoots, training and overseeing students setting up and clearing camera equipment.
- Maintain video equipment and microphones.
- Arrange crew to film and edit school productions, Organise theatre trips/workshops/screenings etc
- Occasionally provide cover for drama teachers
- Provide technical and practical support for lessons and exams
- Working with the drama department, produce school drama productions including recruiting and organising student crews
- Provide technical support for drama productions, such as organising props, costumes, makeup, front of house, catering, ticketing
- Maintain costume/props cupboard
- Run Saturday workshops, in a chosen area of specialism, at least once a term

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.

PERSON SPECIFICATION

Qualifications and Experience

- Good general level of education: GCSE or equivalent passes in Mathematics and English
- Qualification related to Performing Arts would be a significant advantage.

Knowledge, Skills and Abilities

- Knowledge of the workings of theatre, front of house, lighting and sound, digital editing, stage management would be advantageous
- Ability to demonstrate organisational and administrative aptitude
- Ability to work both as part of a team and independently to meet the requirements of the Drama department

Personal

- Able to communicate confidently, easily and effectively with both young people and adults
- Commitment to the aims, ethos and objectives of the School
- Reliable and dependable
- Good listener and communicator
- Able to adapt communication skills to a wide range of people, from students to parent/ carers
- Flexible, patient with calm disposition
- Professional and with integrity
- Dedicated and hard-working
- An effective team-player, happy to get involved Adaptable and reflective Kind, positive, enthusiastic and with a good sense of humour
- Previous experience working with young people would be desirable, but not essential