

## PERFORMING ARTS TECHNICIAN

REQUIRED JANUARY 2021

St Helen's would like to appoint a Performing Arts Technician to provide high quality technical support to meet the School's theatre and all audio-visual requirements.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**

## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

Our students achieve high academic standards and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.



## THE ROLE

### REPORTING

This position reports to the Director of Drama.

### MAIN OBJECTIVE

To provide high quality technical support to meet the School's theatre and all audio-visual requirements. This will include responsibility for all technical areas within the School's Performing Arts Centre and other school venues, such as the School of Music, assembly halls, the Drama studio and the recording studio.

The position requires a good knowledge of stage lighting and sound, video recording and editing, music technology, audio visual equipment and other technical resources, and the willingness to work closely with the teaching staff to provide technical support for school performances. There may be additional hours required outside of school hours to support school productions and events.

### TASKS & RESPONSIBILITIES

The responsibilities linked to this post are wide ranging and the list of main duties below is by no means exhaustive and it may be necessary to perform other such duties commensurate with the post as may from time to time arise or be determined.

### AV RESPONSIBILITIES

- Taking responsibility for designing and operating all aspects of performance, from lighting, sound, audio visual, set and props.
- Responsibility for the careful storage and maintenance of equipment.
- Supporting sound, AV and lighting for all school performances, assemblies, events, speakers and classwork. Assisting with the recording (video/audio) of performances and subsequent editing and copying.
- Taking responsibility for video production and editing for school marketing, performances and events.
- To photograph school events.
- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction and painting of sets and the laying out/maintenance of the floor.



- General maintenance work within the relevant departments, including minor repairs to ICT and sound equipment, and planning for repairs and servicing of all equipment.
- To be fully conversant with the equipment and have knowledge and application of up to date sound and lighting software.
- To act as coordinator of performance support for dance, drama and music presentations.
- To be responsible for day-to-day organisation of workload.
- To provide technical support for assembly work when requested.

## GENERAL RESPONSIBILITIES

- Care and maintenance of all equipment (lanterns, lighting board, computers etc.) including setting up and maintaining an inventory and managing the 'on loan' system.
- Advising on the purchase of equipment.
- To assist and support staff in the use of performing arts equipment including computer-based software for teaching purposes. To maintain the IT equipment within the Music Tech Room and Recording Studio, ensuring functionality and distributing and managing files.
- To be responsible for maintaining and securing all equipment listed on the performing arts inventory.
- To lead the development of technician teams for any in house production work (such as drama, dance and House activities).
- To be responsible for technical teams designing, rigging, angling and focusing all in-house performances.
- To assist with/encourage/lead set design and construction where required.
- To establish, develop and catalogue any necessary video recordings of departmental activities.
- To help extend the use of digital recordings within curriculum time
- Video editing as required
- To support the maintenance of the performance spaces (including back stage, wardrobes, props cupboard, storage rooms, dressing rooms, Green Rooms, lighting/sound boxes and offices/store rooms) as a pleasant environment in which to work.
- To support external bookings where technical facilities are required.
- Advising the Drama department about necessary resourcing and so on.

## STUDENT SUPPORT

- Providing worksheets and workshops on the equipment for students to develop their learning and expertise.
- Providing practical support for students using specialist equipment.
- Supporting students in the recording/delivery of coursework and examination work.
- Recording, mixing, bouncing and collating GCSE and A Level Music performance and composition coursework.
- Assisting with the running of courses for students on the technical aspects of theatre and other performances.
- To assist and support students in the use of performing arts equipment including computer-based software as part of the performing arts curriculum.
- To assist and support performing arts activities on tour and on trips such as to the theatre.
- To offer students across the school an opportunity to use the technical equipment within the curriculum (for example students may opt for lighting/sound/set design instead of doing acting assessments as GCSE and A level).
- To be actively involved in the training of student technical teams across the year groups. This will include year-based lunchtime groups who will become 'technical support in productions'.
- To oversee student technicians in peer-led learning.

## HEALTH & SAFETY

- Annual PAT testing of all CPA equipment.
- Weekly check to ensure all departmental IT equipment is functioning.
- To report any malfunction of equipment or software upon discovery to the Director of Drama.
- To attend training courses on the use of equipment and systems as agreed with the Director of Drama.
- To be fully conversant with health and safety protocols and ensure they are adhered to at all times.
- To report any concerns about health and safety to the Director of Drama.
- Keeping up to date with health and safety issues/developments regarding the technical side of the theatre and implementing it with students and staff.

## OTHER DUTIES

- Helping with and being aware of ICT developments and opportunities.
- In the case of emergency to act as supervisor within the Drama department.
- Liaising with IT systems staff to support delivery of IT.
- Support and develop display work in the Drama department.
- Maintenance of Drama content on school intranet.

## GENERAL DUTIES

- Other appropriate tasks to support the provision of an effective and efficient service to the school, as directed by the Director of Drama or Director of Music.
- Follow responsibilities as defined in the Health & Safety Policy
- To promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection Policy.
- Support and promote the School's ethos, aims and objectives

## HOURS

Normal hours 8.00am to 4.30pm, term time only, but overtime is required to support productions and hirer requirements at weekends. We would also consider 4 days a week as a part time role.

## SALARY

£22,500- £26,000 dependent on qualifications and experience.

## THE PERSON

	Essential	Desirable
Physical Attributes	Able to climb rigging and a head for heights	
Qualifications		Working at height PAT testing
Skills	Good systems skills for sound, lighting and video. Good ICT skills including Microsoft Office and Office 365 Excellent interpersonal and communication skills To be able to work with a high level of initiative To be able to work independently and as part of a team A good eye for detail Video editing and conversion with a good understanding of video resolutions, refresh rates, video formats, compression etc	





Experience	<p>Good knowledge of presentation set-up, PowerPoint presentations, computer system set-up, and specific theatre industry design programmes</p> <p>Health &amp; Safety legislation relevant to the role</p> <p>Stage management / production management specifically lighting and sound design and operation experience.</p> <p>Preparing and implementing risk assessments</p> <p>Working at height</p>	<p>Experience of working in a similar role in an educational setting</p> <p>Experience of working with children and young people</p> <p>Experience of editing and conversion programs (Premiere, After Effects, Media Encoder, Handbrake)</p> <p>Experience of working in a recording studio</p> <p>Providing IT support</p>
Personal Attributes	<p>Flexible, resilient, and well organised</p> <p>Confident</p> <p>Calm under pressure</p> <p>Committed</p> <p>Co-operative and proactive</p> <p>Available to work evenings and weekends for production support as required</p> <p>Enthusiastic about working with children and young people</p>	

## BENEFITS

- Membership of a contributory personal group pension scheme with up to 10% employer contributions
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- Contributory discounted membership of cash plan health scheme
- A commitment to professional development
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres.

## APPLICATION PROCESS

Applications for this post close **9am Tuesday 24th November**.

### THE SELECTION PROCESS

Shortlisted candidates will be interviewed and then invited to the school where they will be observed working with pupils and given a tour of the facilities.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK
- If you have any queries about this position, please contact the School at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)



St Helen's

