

**JOB DESCRIPTION: Performing Arts Technician & Administrator**

SCHOOL: St Martin's School, Brentwood

JOB TITLE: Performing Arts Technician & Administrator

RESPONSIBLE TO: Head of Music Department

PARTICULAR DUTIES: All aspects of AV provision across the whole school including school productions.

HOURS 37 hours per week, term time

**MAIN ACTIVITIES ATTRIBUTABLE TO THE PARTICULAR DUTIES**

**Performing Arts Faculty - Music and Drama**

- Maintaining audio-visual equipment in the music and drama departments, making frequent checks and ensuring prompt repair or replacement when necessary.
- Maintenance of the new music studio.
- Setting-up audio equipment for lessons in music and extra-curricular activities.
- Recording exam groups and preparing audio files/CDs for submission to exam boards.
- Maintaining and setting-up lighting equipment for GCSE and A-level drama lessons, filming exam groups, editing exam recordings and preparing video submissions for exam boards.
- Ordering of relevant consumables in music and drama.
- Mentoring small groups of students to assist their understanding and use of audio-visual equipment and techniques.
- Co-ordinating the peripatetic teacher system, devising timetables for each teacher on a termly basis and ensuring the four practice rooms are always in working order and in acceptable condition.
- Co-ordinating the writing of reports for students each term.
- Liaising with parents regarding payment for instrumental lessons.
- Creating order forms for the faculty and liaise with finance regarding the purchasing of goods.
- Ensuring implementation of good health and safety practice, relating to use of electrical equipment, by staff and students.
- Run A/V club weekly.
- Basic instrument maintenance.
- Good knowledge of Apple Mac hardware and software.
- General upkeep and condition of department.
- Support of teaching staff with technical assistance in lessons.
- Liaising with multiple departments, including site staff and IT support.

**Whole school**

- Setting lighting and sound requirements for school events.
- Administration of performers for honours assemblies.
- Responsibility for setting up and taking down all equipment before and after each round of honours assemblies.
- Responsibility for lighting and sound for school productions, including attending rehearsals, production assemblies, technical rehearsal and productions afternoons/evenings, setting up and packing down sound, lighting, video equipment and keyboard.
- Organising the student A/V team for school productions and any supplies required including equipment hire.
- Organising the filming of school productions.
- Arrange for film to be copied and distributed.

- Co-ordinating Saturday technical rehearsals and invite feeder schools to dress rehearsals.
- Creating programmes, posters and tickets for each school concert.
- Co-ordinating the refreshments stand at concerts.

### **Non-negotiable Events**

#### Whole School:

- St Martin's Day
- Christmas Concert – all day rehearsal plus performance
- Upper School production rehearsals and performances (including a Saturday in February)
- Lower School production rehearsals and performances (including a Saturday in June)
- A-level music recital - all day rehearsal plus performance
- Spring Concert - all day rehearsal plus performance
- Summer Concert - all day rehearsal plus performance
- Honours assemblies - Autumn, Spring and Summer Terms
- KS4 awards evening
- KS3 awards evening
- Leavers assemblies for year 11 and 13
- Jack Petchey assemblies
- Art and Textiles summer show (if music required)

#### Music:

- Controlled assessment (April)
- Year 10 showcase (January)

#### Drama:

- Year 13 exam day rehearsals and evening performance (March)
- Year 11 exam day rehearsals and evening performances (April)
- Year 12 exam day rehearsals and evening performances (May)
- Filming year 11 and 12 exam lessons (approx 6 during Autumn term)