



JOB DESCRIPTION

JOB TITLE:	Performing Arts Technical Manager
GRADE:	Grade D
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	8.00am–4.00pm Monday–Thursday, 8.00am-3.30pm Friday (some flexibility may be required)
BASE:	The Wave/Dart Centre

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: DOL Creative Arts

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Lead technical support for school staff and students using the school performing arts facilities including the stage and auditoriums. These largely will be evening events and therefore flexible working will be required
- Ensure the appropriate operation of all lighting and sound equipment for school and community performances.
- Advise and provide technical support for Community groups/individuals using the Dart centre and other community facilities, where appropriate.
- Take overall responsibility for the development and training of students on site as a technical crew for productions.
- Manage the inventory usage of the main hall and auditoriums.
- Provide technical support across the school as and when required.
- Monitor the effective use of school performing arts equipment. Ensure all jobs are booked into the CA techs ticketing system.

- Keep DOL Creative Arts apprised of potential problems and issues of concern.
- Maintain performing arts equipment, including orders, inventory and storage as directed by DOL Creative Arts.
- Liaise with DOL Creative Arts regarding repairs and maintenance of equipment.
- Log repairs and maintenance accordingly.
- Liaise with external companies and suppliers as appropriate.
- Assist and support as required in maintaining and developing equipment and software across the curriculum.
- Order replacement parts as required.
- Unpack, test and install new equipment as required.
- Check equipment is functioning.
- Provide first line maintenance for equipment.
- Be responsible for coordinating an external company to undertake PAT testing for all lighting and sound equipment in the school and other electrical equipment in liaison with the Site/Estates Manager.
- Be responsible for the design and construction of stage layout and set for main school and community productions in consultation with appropriate creative arts staff.
- Make suggestions as to future equipment requirements to DOL Creative Arts.
- Liaise with DOL Creative Arts to ensure all equipment needs in creative arts are developed – including in house and external training.
- Assist Creative Arts training as required.
- Attend such courses as are required to ensure the effective delivery of all statements in this document.
- Ensure Health and Safety requirements are met within the spaces eg Stage/Hall/radio studio etc and equipment you are responsible for maintaining.
- Write the risk assessments for all school shows, use of the stage and maintenance tasks as required.
- Use the recording studio to produce media for Curriculum/GCSE needs
- Undertake sound and video recording for creative arts teaching purposes as required.
- Maintain the security of all equipment in open access areas.
- Oversee the safety of lighting rigs and ensure they are operated by yourself or a skilled technician only.
- Back up files of footage and photographs ensuring GCSE work is safe.
- Lead on the Wildern Radio Club and Backstage Crew Club with students.
- Support with whole school photography as and when required.
- Assisting filming and editing of whole school events e.g. sports days, pathways, PE moderations.
- Design graphics and create posters for whole school purposes e.g. alumni project
- Assist in the Music department general maintenance e.g. maintaining instruments, ensuring the PA systems work in classrooms.
- Line Management of the Performing Arts Technical apprentice.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.

- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- Holidays can be taken during term time. Dates will be agreed in consultation with the Assistant Headteacher/ Headteacher.
- All Technical staff can be involved in external visits/training or consulting for other schools or organisations. The Headteacher will determine the amount and activity involved off site. These activities will be covered by insurance as identified below.
- Any school, WslCT business or institution, as identified by the Headteacher, is covered by the School's indemnity insurance. Stolen equipment being transported by staff cars etc. is covered by insurance unless it is left visible inside the car or you have been negligent with it. All equipment must be signed out prior to leaving school premises; this is a requirement for the insurance.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Assistant Headteacher.

Date Prepared:	June 2024
Prepared By:	HR
Date Reviewed:	
Reviewed By:	