

<u>JOB DESCRIPTION:</u>	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.
SALARY ATTACHED	Salary LGS points range 8 - 11 (£18,340 to £19,430) including outer fringe allowance
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.
- Supporting 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.
- Your normal place of work is at St Martin's School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.

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)

DATE OF ISSUE: JULY 2022