**THE BILLERICAY SCHOOL**
**A MATHS AND COMPUTING COLLEGE**
**JOB DESCRIPTION**
**Expressive Arts Technician**

**REPORTING TO:** Faculty Heads (Music and Drama)

**Main Responsibilities:**

- To provide technical and administrative support to the Music and Drama departments.

**Main Duties:**

- To check music classrooms, store room, recording studio and practice rooms for cleanliness and readiness, liaising with facilities staff where necessary. To remove and repair any equipment as necessary on an ongoing basis. This will include some basic electronics/soldering to fix headphones and keyboards.
- To maintain and update noticeboards in the music corridor and music classrooms, ensuring they are neat and undamaged.
- Check all headphones, keyboards, instruments and other equipment to ensure it is in operational order and arrange for repair where necessary. To maintain a regular programme of tuning for all guitars and Ukuleles.
- To check that all computers and software are operational and provide technician support to teaching staff during lesson time to fix Mac related issues. Therefore, knowledge of Macs is essential.
- In conjunction with the head of music, to investigate costs, obtain competitive quotations and order resources and equipment, in accordance with correct procedures and liaison with school finance office
- To prepare resources for lessons in accordance with schemes of work with regard to supporting students recording of coursework and examination pieces.
- To undertake administration and organisation in respect of extra-curricular school events, assemblies and performances (Open evening, School awards evenings, School drama production, Spring recital, summer expressive arts show)  e.g. organisation/setting up of venue, preparation of information to parents, tickets and programmes, advertising, preparation of equipment, etc.
- To maintain sound and lighting systems in the school hall and assist facilities team for lettings, etc, by providing technical expertise. This will also include setting light on the lighting rig and moving to the drama studio as and when they are required.
- To provide technical support and classroom assistance and support to music teachers and students
- To provide general administrative assistance to the head of music

- To provide hi-quality recordings of GCSE and A level coursework ready for posting to exam boards, this requires excellent working knowledge of Logic pro 9.
- To undertake maintenance of MAC labs and studio and advise regarding development and upgrades
- To undertake the maintenance of the PA systems in the 2 main music classrooms.
- To liaise with ICT technical staff as necessary regarding maintenance and development of ICT in the faculty
- To maintain knowledge and understanding of musical equipment and technical developments in Music and Drama departments and to assist in training of staff and students.
- To support the head of film as necessary and assist with training and development
- To liaise with Drama staff and support the drama department where necessary, including training.
- Any other technical  or administrative duties as requested by the faculty
- Set up and run the sound for all exams that require sound in the main school hall.

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**Notes:**

1.  The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2.  This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.   In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.

3.  This job description is not necessarily a comprehensive definition of the post.   It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.