

Post Title	Theatre and Events Technician
Purpose	<ul style="list-style-type: none"> To assist in the safe operation of the theatre, music and media facilities. To provide technical support relating to lighting, sound, video and staging for performances, exams work and cross college events To oversee safe use and maintenance of rooms, equipment and resources in the Performing Arts and Music department
Responsible to	The Principal through the Head of Performing Arts
Liaising with	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians.
Remuneration	SFCA Support Staff pay Spine Points 10 – 12, £25,276.00 - £26,927.00 per annum (£23,761.97 - £25,314.07 pro rata)
Context	
<p>The College performing arts and media departments have a teaching facility that contains an 188-seat theatre, live music recording studio, dance studio and rehearsal rooms, TV studio, as well as comprehensive media and video editing suites. The college has an ETC Element Lighting Desk and a Midas M32R Digital Desk.</p> <p>We are seeking to appoint a Theatre and Events Technician who, along with our existing Media and Events Technician, can take responsibility for the theatre and performance spaces.</p>	

Main Duties and Responsibilities

General Responsibilities
<ul style="list-style-type: none"> To assist in the safe operation of the theatre, music and media facilities. This will include compliance with both licensing and health & safety matters. To update equipment inventory and advise and guide the Head of Department of necessary improvements/upgrades To provide technical support relating to lighting, sound, video and staging both in the planning and realisation stages of production and performance including practical fabrication. Where required to design and operate lighting, sound and video for various productions, student exam performances and events (this will include evening work). To assist in the practical elements of sound and video editing, using Apple Mac computers and a range of software packages (Logic, Sibelius, Final Cut Pro, Pro Tools and Adobe CS). Where required, to supervise and demonstrate the use of equipment to both staff and students. To keep up to date with industry trends and developments, thus ensuring a professional learning environment. First line maintenance and repairs of equipment Ensure all areas are kept clean, tidy and in a safe condition at all times (design room, control room and resource storage spaces) To liaise with both internal users and external clients to ensure a high standard of service throughout. To provide a practical framework that both enhances and supports students’ learning experience, and prepares them for further education or work in the industry. To support curriculum leaders in scheduling of theatre space for exam work and external speakers/events
Staffing
<p><i>Staff Development</i></p> <ul style="list-style-type: none"> To complete new staff induction activities as directed by the Learning & Development Manager and other College leaders.

- Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.
- To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the line manager.

Deployment of Staff

- To ensure that appropriate arrangements are made when absent, informing HR and reception and working with the line manager.
- To work as part of a team and to ensure effective working relations, including where appropriate, to reasonably assist support staff and technicians in the discharge of their duties.
- To work with the line manager on completion of New Starter Reviews and the annual appraisal cycle.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement College quality procedures, especially through contribution to the self-assessment process
- To contribute to the monitoring and evaluation of the department in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.

Communications

- To ensure familiarity with the department's aims and objectives.
- To ensure effective communication/consultation as appropriate with students, staff, parents of students and appropriate individuals external to the College.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To work with the department to deliver other marketing activities including for example, Open Days.
- To link with external agencies as appropriate.
- To contribute to the department's collection of data on destinations as appropriate.

Management of Resources

- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.
- To contribute to the maintenance of an attractive, safe and organised working environment in your area.

Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- To promote Equality and Diversity in all aspects of your area.
- To adhere to Health and Safety, and Safeguarding policies and procedures.

- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.
- To act professionally, prudently and in the interests of the organisation at all times.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To ensure your “online footprint”, including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers’ Standards.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college’s Data Protection Policy and the General Data Protection Regulation (GDPR).

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
Experience			
Experienced in the use of a wide range of technical theatre and media equipment, including moving lights, digital audio and multimedia.	✓		Application, interview
12 months industry practical experience.		✓	Application, interview
Skills and knowledge			
The ability to handle apparatus/materials confidently and appropriately in line with the duties of the post	✓		Application, interview
Must be able to work at height	✓		Application, interview
A good understanding of all relevant health and safety standards for theatre and live performance	✓		Application, interview
Ability to organise equipment and maintain accurate records	✓		Application, interview
Ability to work with students with a wide range of abilities, in one to one situations, small groups and whole classes	✓		Application, interview
Ability to work with other staff as a team	✓		Interview
Good organisational and administrative skills	✓		Interview
Word processing skills and familiarity with the Microsoft Office suite of applications, particularly Excel and PowerPoint		✓	Interview
Good communication and listening skills	✓		Interview
Good motivational skills	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application
A clean driving licence and use of a vehicle		✓	Interview
Qualifications			
Educated to HND in either a technical theatre or music recording related subject (or extensive industry experience)		✓	Application
Attitude and impact			
Smart in appearance and manner	✓		Interview
An excellent record of punctuality and attendance	✓		Interview
Ability to use initiative	✓		Interview
A willingness to learn and embrace new technologies and creative methods	✓		Interview
A methodical approach to problem solving		✓	Interview
A flexible approach to working, that may on occasion require evening or weekend working	✓		
Personal			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance DBS clearance #	✓		Pre-employment check

Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			