

The Norwood School – A Performing and Visual Arts College

Job Description: Theatre Technician

Reporting to:	Head of Performing Arts Faculty Heads of Dance, Drama and Music Departments
Working time:	28 hours per week - including evenings/weekends where required (Time in lieu given in receipt). Flexible working hours considered. 39 weeks per annum
Salary	NJC Scale S01 point 23-25: £39,150 - £40,344 pro rata 0.8 - 4 days per week
Responsibilities	<ul style="list-style-type: none"> ● To ensure maintenance, secure storage and auditing of all technical equipment for Music, Dance and Drama. Especially musical instruments and AV equipment ● To be able to maintain, design, programme, rig and operate a full complement of stage lights (and lighting desk) in accordance with health and safety guidelines ● To be able to maintain, rig and operate an integrated AV sound system and sound mixing desk. ● To research, liaise with and select outside companies/providers to supply services for the upkeep, installation and purchase of PA facilities/equipment as and when needed. ● To be able to set up a range of musical equipment and instruments for amplified public performances, inside and outside of the school environment. ● To carry out, support and/or supervise set-building for shows and productions and source materials (working with other relevant staff, such as Premises and other departments) ● To maintain and manage maintenance of specialist dance flooring, within Dance teaching spaces and the installation/removal of temporary Harlequin vinyl flooring in the theatre ● To source costumes, props and set for lessons, examinations, shows and productions where necessary ● To have a good operational knowledge of and the ability to design, adjust and repair specialist modular stage panels. ● To prepare specialist equipment for lessons, assessments, productions and whole-school events, ensuring all resources are set up appropriately within strict timescales ● To conduct and record regular inspections of technical installations and liaise with the Premises team on any maintenance requirements, ensuring that any faults/technical issues are reported to the Facilities Manager. ● To ensure PAT testing of faculty equipment is carried out in accordance with guidelines ● To ensure all relevant risk assessments and policies relating to the faculty's technical resources are up-to-date and adhered to by all PA staff ● To liaise with and assist visiting professional performance companies ● To keep a comprehensive diary and timetable for the use of PA spaces, especially the theatre, and to use this to make decisions around timetabling of the spaces for use by the PA faculty, whole school and

	<p>outside agencies such as; Visiting performance companies, other schools, corporate partner hire and The Friends of Norwood School (PTA).</p> <ul style="list-style-type: none"> ● To provide technical support for assemblies, training, guest speakers and other school events, ensuring equipment is prepared and working, ready for use ● To liaise with the Premises team to support the set-up of shows, productions and whole-school events, both internal and external ● To liaise with the Facilities Manager and Premises team about external lettings and provide technical support where required ● To arrange for the purchase and repair of equipment as required within authorised budgetary limits, ensuring all paperwork and auditing is correct ● To support students and up skill them in the use of technical equipment across all faculty subjects ● To support staff and up skill them in the use of technical equipment across all faculty subjects ● To manage and organise the day-to-day running and maintenance of <i>The Nest</i> theatre and tech box ● To prepare and maintain displays in faculty spaces and classrooms. ● To ensure that all health and safety regulations and appropriate guidance is adhered to and ensure that all staff using PA spaces and equipment are aware of the regulations/guidance and trained accordingly. ● To undertake and other duties reasonably required by the Head of Faculty or Headteacher
Health and Safety	<ul style="list-style-type: none"> ● To maintain Health and Safety standards across all performing arts spaces, ensuring that all users of the facilities adhere to the regulations and instructions. ● To ensure that all staff using PA spaces and equipment are aware of health and safety regulations/guidance and to provide/organise training for staff accordingly to ensure these standards are met ● To have a responsibility and duty of care to safeguard and promote the welfare of pupils, and to be aware of the systems within the school which support safeguarding. ● To attend all appropriate child protection training which is offered by the school
Continuing Professional Development	<ul style="list-style-type: none"> ● In conjunction with the line manager, take responsibility for personal professional development ● To undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available ● To be prepared to attend courses to update knowledge and skills, and participate in the school's Appraisal processes
Equal Opportunities	<ul style="list-style-type: none"> ● To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations
GDPR	<ul style="list-style-type: none"> ● When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and not part of it may be so construed. In allocating time to the

performance of duties and responsibilities the post-holder must have due regard to the needs of the school and its priorities.

This job description is not necessarily a comprehensive definition. It will be reviewed annually and adjusted to meet identified needs and targets.