



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

**Performing Arts Technician
(Media/Drama/Music)**
Full time – 52 weeks - Band 3 - £18,612 - £23,498
Required as soon as possible

We are looking for an enthusiastic technician with excellent organisational skills coupled with the knowledge to be responsible for the general maintenance and efficient working of a lively Performing Arts Faculty and busy Media department. The successful candidate will be required to provide technical support to staff and students within lessons, for productions and school events which may take place out of school hours.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint individuals with a positive outlook and a proactive attitude - colleagues who enrich the lives of the learners and staff with whom they work.

We place great store on staff development at all levels and offer a whole range of opportunities for colleagues to develop their leadership potential within and beyond West Hatch.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Please visit our website to download an Application Form and further details or telephone or email for an Application Pack.

Closing date: 25th September 2017
Interview date: 28th September 2017

High Road, Chigwell IG7 5BT
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West Hatch High School



JOB DESCRIPTION

POST	Performing Arts/Media Technician
RESPONSIBLE TO	Headteacher and Head of Performing Arts
PURPOSE OF THE JOB IS TO	<p>Provide whole school support and assistance in the use of theatre and media based technologies to enhance the quality of pupils work, performances/displays and assemblies.</p> <p>Core departments = Drama, Music and Media Studies, Dance</p> <ul style="list-style-type: none">• Support and develop display work in core departments.• Coordinate the movement, setting up and storage of raked seating• Maintenance of Performing Arts and Media content on school intranet.• To assist and support staff and students in the use of specialist core department equipment, including computer-based software.• To be responsible for organizing an inventory of equipment for all core departments, maintaining and securing all equipment listed on the inventory.• To assist and support all core departments in all internal, afterschool and external events (including open evenings), managing any 'on loan' system and taking responsibility for all equipment including the preparation of lighting and sound for all performances (in and out of school hours) and careful return and storage of equipment.• Responsible for the recording and maintaining a catalogue (video/audio) of pupils coursework and school performances and subsequent editing and copying.• Promotion, training and managing an effective Tech Team across all core departments.

- Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction of sets.
- To implement data back-up strategies to safeguard coursework for core departments.

General

- General maintenance work within the relevant departments, including minor repairs to ICT, sound and video editing equipment. Planning ahead for repairs and servicing of all equipment. Weekly check to ensure all departmental PCs and macs are functioning.
- Helping with and being aware of ICT/MAC developments and opportunities.
- To provide technical support for whole school presentations i.e. open evenings and assembly work when requested.
- Assisting with the running of courses for students on the technical aspects of theatre and other performances.
- Any other reasonable request made by the Headteacher.

September 2017

West Hatch High School



PERSON SPECIFICATION

Post: Performing Arts Technician

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications/ Training/ Knowledge</p>	<p>Knowledge of Music technology and recording equipment</p> <p>Knowledge of Apple Mac and PC computers including digital recording and photography equipment</p> <p>A good knowledge of digital film recording and editing</p> <p>Working knowledge of lighting and sound design for the Theatre</p> <p>Able to read and write complex technical reports</p> <p>Understanding specialist terminology</p> <p>Understanding of Health and Safety</p>	<p>Familiarity with: Adobe Photoshop Final Cut Pro X Logic Pro Cubase 9 Pro Ableton Photoshop CS6 QLab</p> <p>Knowledge HD video recording and editing</p> <p>Knowledge Radio microphone systems</p> <p>Knowledge of audio re-enforcement in live and studio environments.</p> <p>Current certificate for working at heights</p> <p>Experience of stocktaking and resource management</p>
<p>Experience</p>	<p>Able to work on own initiative</p> <p>Working background and interest in the Arts and Creativity (Drama, Music, Media and Dance)</p>	<p>Experience of working within an education environment</p> <p>Experience working within the performing arts</p>

		industry
Skills	<p>Good communication and team working skills</p> <p>To be able to manage own workload and priorities tasks appropriately</p> <p>Excellent time management</p> <p>Excellent organisational skills</p> <p>The Ability to rig a performance space for lighting and sound.</p> <p>Practical skills to programme and operate sound and light for performance</p> <p>Good photography and film skills to enable you to capture live even and edit them</p>	<p>Team leadership</p> <p>Teaching young people/ youth work</p> <p>Film maker / Musician / Performer</p>
Aptitudes	<p>Highly supportive attitude to working with both adults and young people.</p> <p>Ability to relate to young people</p> <p>Good interpersonal and communication skills.</p>	<p>Ability to adapt to change</p> <p>Willingness to be realistic about workload and expectations</p>
Other	<p>To be prepared to develop the role, with further training if necessary</p> <p>The ability to operate / lift / move heavy equipment</p>	<p>Understanding of Child Protection and Safeguarding issues</p>

September 2017