

Reporting to the appropriate Faculty Manager

Hours: 37 hours per week – TTO

Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 16-18

Reporting to the appropriate Faculty Manager you will be part of the college's technician team, supporting activities across the Creative and Performing Arts curriculum

You will co-ordinate your work on a day to day basis with your line manager. A flexible approach to scheduling work time is essential, as evening work will be required.

Responsibilities:

- 1) To support the effective delivery of courses provided by the College, for example: -
 - to maintain a safe, clean and tidy working environment;
 - to apply, observe, and where appropriate enforce health and safety procedures and policies;
 - to advise other staff and students on the use of equipment, health and safety requirements etc;
 - to prepare, set out and clear away apparatus, equipment and materials;
 - to monitor and replenish supplies of consumables, solutions etc;
 - to monitor, charge and prepare cameras and video cameras for student use
 - to be available to assist during practical sessions and demonstrations, when required;
 - to assist with the preparation and mounting of exhibitions;
 - to inspect, clean, test, repair, maintain, modify and construct items of equipment as appropriate e.g. enlargers.
 - to organise appropriate storage and record keeping for equipment and resources;
 - to monitor the stock of consumables, materials, equipment etc, maintaining appropriate records and advising the department manager/assistant manager accordingly;
 - to prepare orders for items of equipment, materials and other resources, checking the receipt of goods, dealing with queries relating to these orders, in accordance with the College's financial regulations and procedures;
 - to maintain appropriate financial and other records in line with college procedures;
 - to maintain the stock of duplicated resources;
 - to assist with the development and production of teaching and examination materials and other resources;
 - to attend meetings as required;
 - to accompany groups on field trips, by agreement.
 - to co-ordinate and facilitate and where desirable, develop the use of drama and musical facilities for teaching staff;
 - to ensure the effective and efficient use of all stage equipment, particularly lighting and sound equipment;
 - to lead back-stage support of all College theatrical and musical activity;
 - to video record and edit recordings of performances
 - to drive the College minibus/van, as necessary
- 2) To assist, as is reasonable, other staff sections of the College.
- 3) In addition, other duties as required at different times of the year commensurate with the grade/post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed Dated

Essential:

- Be able to demonstrate an understanding of and empathy for Art, Media and the Arts in general
- Have the ability to work on a one-to-one or group basis with young people and adults
- Have at least 5 GCSEs at A – C or equivalent Level 2 qualification including English and Mathematics
- Good I.T. skills
- Sound understanding of health and safety
- Able to work accurately and complete tasks on time in a pressured environment
- Good interpersonal and communication skills
- Flexible and adaptable in approach to work and times of working. Flexible attitude & willingness to develop skills
- Able to work on your own initiative but know when to seek and take advice
- Enthusiasm and 'can do' attitude
- Able to work effectively with limited supervision and also as part of a team

Desirable:

- Have experience of a teaching and learning environment
- Level 2 I.T. qualification
- Have knowledge of video and photographic techniques
- Have a thorough working knowledge of both theatre lighting and sound
- Experience of Video Editing Software
- Experience of operating digital video, recording and editing equipment
- Have wide experience of stage craft
- Have IT skills or the willingness to develop them
- Have some knowledge of music technology
- Experience of a teaching and learning environment
- Have an interest in developing resources for students