

PERFORMING ARTS TECHNICIAN AND ADMINISTRATOR– JOB DESCRIPTION

Department	Administration
Main purpose of role	To provide comprehensive technical and administrative support to the Performing Arts life of the School, both curricular and co-curricular. The Performing Arts Technician will fulfil the technical requirements and necessary administration for Performing Arts performances, charity events, and trips. The postholder will assist the Music, Drama and Dance departments in the planning, preparation, and administration of Performing Arts Events. For example, the Whole school Drama Production, Whole School and Lower School Musical Theatre Productions, as well as GCSE, BTEC and A-level Performances and Trips. The postholder will also support the IT department with providing AVA support to events across the College.
Reporting to	PA to the Headmaster
Departmental Information	Administration Team Part of the Administration Team, comprising of the PA to the Headmaster, PA to Deputy Heads, the Sixth Form Administrator and the Performing Arts Technician and Administrator. The team sits within the wider Administration team which includes the Office and HR Systems Manager; two Receptionists/Administrators, Recruitment Co-ordinator and HR Administrator. Many other support roles exist within the College but fall under different line management. Members of the team do collaborate and some flexibility and cover for other posts is expected. The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same. The role also has close working links with the following departments: Music The Music department is active and thriving, with many and varied co-curricular opportunities. At present, we have an orchestra, concert band, a choir, a jazz band, ensembles, choirs and a year 7 chorus. Every year the department collaborates with the Drama department in two Musical Theatre productions, and with a busy trips programme of Vienna, Paris, Belgium and New York. The departmental team enjoys excellent and supportive relationships with other departments, and there are many members of staff from other areas of the school supporting our activities plus a thriving programme of peripatetic music lessons.

	Dance A relatively new team which falls under the Performing Arts umbrella, being line managed by the Assistant Head Co-Curricular and Operations, with close links to the PE, Drama, and Music departments, establishing a clear place within the wider departmental structure. Big ambitions of show case performances and huge co-curricular engagement are in the plans for this department. Drama At Princethorpe we believe that it is imperative to have a full extra-curricular programme to maintain a successful Drama Department. At present there is an annual full school production, lower school weekly drama club and numerous theatrical events throughout the school calendar such as visiting workshops and Live theatre trips. We expect the successful candidate to be very much part of the life of a busy and thriving department. LAMDA LAMDA is hugely popular at Princethorpe with three staff delivering an extensive programme which prepares pupils for external exams three times a year as well as hosting a showcase to celebrate the talents of our pupils.
Key duties and responsibilities	Music Responsibilities • Weekly scheduling of music lessons for visiting music teachers · • Co-curricular support administration, including filing and organisation of sheet music · Support Musical Theatre rehearsals (Wednesday after school) and performances · • Seasonal administration activities, including information gathering for external music exams and reporting • Public performance support, including final and dress rehearsals and attending to support the delivery of all concerts and performances · • Administrative support with trip planning Dance Responsibilities • Preparation of performance spaces ahead of events • Collaborative working to plan technical requirements for events, including lighting, sound, props and set-up • Co-ordination with Music, Dance and Drama staff and prefects to schedule rehearsals, production get-ins and get-outs • Management of performance spaces during events • Co-ordination of trips and workshops • Responsibility for technical budget • Oversee hire and return of any set, props, costume, lighting and sound equipment

- Ensure the organisation and safe storage of set, props, lighting, costumes and sound equipment
- Design rig, focus and operate lighting, sound and staging for all theatre/ school events
- Work alongside the Site Team to ensure all equipment is regularly tested and adheres to Health and Safety requirements
- To co-ordinate and contribute to publicity material for the Performing Arts Departments

Drama Responsibilities

- Supporting Drama Productions, after school Technical Theatre Club (currently Mondays and Tuesdays) teaching and supporting the pupils and leading on design elements staging/costume/props
- Support of practical drama exams and performance evenings
- Videography/LX/FX of exam pieces
- Supporting on management of shared theatre resources i.e. Costume/Props/Furniture store /maintaining displays
- Trip planning
- Administration of and uploading exam work
- Risk Assessment updates

LAMDA Responsibilities

- Weekly scheduling of LAMDA lessons for visiting teachers
- Seasonal administration activities, including information gathering for external LAMDA exams and reporting
- 'on the day' Examination support for the LAMDA examinations
- Administration support for the LAMDA showcase events

AVA Responsibilities

- Support the IT Services Department to setup and manage audio-visual support for assemblies and other events.
- Manage pupil access to the sound and lighting booths, to setup and support with performances.

The Foundation reserves the right to amend these duties from time to time according to business needs

Hours and place of work	This is a 25-hour a week role, 37 weeks per annum. Due to the nature of the role, the working times will be flexible to provide support for appropriate clubs and shows, which may involve occasional evening and weekend work. Approximate days and times of work will be agreed with the line manager prior to the start of each term in support of the co-curricular calendar. This role is based at Princethorpe College. Benefits include 25 days holiday per annum plus bank holidays (pro rata) to be taken during Princethorpe College school holidays.
Salary	The starting salary for this role is D8 of the Princethorpe Foundation support staff scale, currently £26,090 full time equivalent per annum. £14,175 actual pay per annum.
Safeguarding Children	The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.
Mandatory training	• Safeguarding training • Health & Safety induction

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	Experience of working in a small/community theatre	Y	
	Experience running a theatrical lighting desk and sound desk		Y
	Ability to work with young people to pass on technical skills	Y	
Technical job related skills	Good ICT and administrative skills	Y	
	Ability to set up and run a multitrack sound desk and PA system		Y
	Ability to set up and run a theatre lighting desk		Y
Personal job- related skills	Good communication skills	Y	
	Ability to work as part of a team	Y	
	Ability to work to deadlines	Y	
	Ability to work independently, and show initiative	Y	
	A willingness to undertake training and development in Performing Arts related skills		Y
Qualifications	Diploma or degree in a relevant area of the performing or technical arts		Y
Other requirements	Driving Licence and own transport	Y	
	To work in a manner which supports the ethos and culture of the college		Y