



# CLAREMONT HIGH SCHOOL ACADEMY

## JOB DESCRIPTION

<b>General</b>	<p><b>Job Title:</b> Theatre and AV Technician</p> <p><b>Contract:</b> Term Time plus 10 days 1 Year Fixed Term (Initially)</p> <p><b>Hours:</b> 8.30am - 4.30pm (1 hour lunch) (35 hours per week)</p> <p><b>Salary Scale:</b> Salary Scale 5 Point 22 - £22,571 per annum (£20,171.66 pro rata)</p> <p><b>Responsible to:</b> Head of Drama</p>
<b>Purpose and Objectives of Work:</b>	<ul style="list-style-type: none"><li>• To support the development of the Visual and Performing Arts specialism across the school by providing assistance and expertise to the Performing Arts Department, staff and students;</li><li>• To be a technician and AV support to the school.</li></ul>
<b>Main Duties and Activities</b>	<p><b>Responsible for:</b></p> <p><b>1. Performing Arts Support</b></p> <p>To assist with the day-to-day operations of the Drama Department, as directed by the Head of Drama/Facilities Manager. To provide technical support and to prepare technical facilities for drama sessions, rehearsals, performances and events</p> <ul style="list-style-type: none"><li>• Providing technical support to visiting theatre companies, guest speakers and clients letting out the school hall;</li><li>• Production management (including set design/construction, lighting design, sound design, operation of lighting and sound desks and rigging of lights) for school production and other events;</li><li>• Theatre equipment maintenance including liaising with contractors to ensure necessary repairs and services are undertaken;</li><li>• To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs, including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment, lighting equipment, special effects and sound equipment.</li><li>• Management and maintenance of Audio Visual equipment for performances, exams, lectures and assemblies;</li><li>• Training staff and selected students on the use of Audio Visual equipment;</li><li>• Designing and printing posters, wall charts and banners;</li><li>• Management of student Audio Visual Technicians;</li><li>• Daily checks and termly audits of Performing Art spaces and equipment. Ensure that Health and Safety checks and measures are adhered to at all times by checking the safety of practical area during the day, ensuring equipment is safe for use.</li></ul> <p><b>2. Publicity and IT support</b></p> <ul style="list-style-type: none"><li>• Producing promotional/information films and images for the school;</li><li>• Printing posters for publicity, displays and events.</li><li>• Working with the IT team to resolve support tickets, calls and emails.</li><li>• Troubleshooting IT and AV problems, resolving or escalating to onsite technicians if required.</li><li>• Keeping users up to date on the progress of their issues.</li><li>• Carry out IT admin tasks.</li></ul> <p><b>Any other duties allocated by your Line Manager.</b></p>