



Technician – The Arts Job Description

Area	: Faculty of The Arts & Academic Studies
Salary	: £18,473 - £20,066 (<i>per annum</i>)
Hours of Work (<i>Full-time/Part-time</i>)	: 37
Line Manager	: Assistant Director – Visual & Performing Arts
Responsibility for	: The preparation, storage and maintenance of materials and equipment within the curriculum areas; : Promoting the welfare of children and young people; <i>and</i> : The marketing and promotion of the provision to employers and stakeholders.

Main Purpose of Job:

To provide an excellent technician service in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the specific curriculum, including liaising with lecturing staff and support staff outside the Faculty.
2. Develop and construct activities for use in practical sessions, including the booking out of resources.
3. Assist in practical classes, carrying out demonstrations and trialling practical activities.
4. Carry out risk assessments for activities taking place within the curriculum and technician activities.
5. Ensure and promote the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.

6. Provide technical advice and support on health and safety issues to lecturing and technical staff.
7. Contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer technical guidance, assistance and support to learners and lecturers on the practical aspects of the curriculum.
8. Ensure the availability of suitable materials and equipment through stock control and checking, using the correct ordering procedures, cost monitoring and seeking appropriate authorisation.
9. Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
10. Keep theatre, preparation and work areas and stores safe, clean and tidy on a day-to-day basis.
11. Organise, store and check the condition of all equipment.
12. Carry out health and safety checks and tests as required with particular emphasis on COSHH regulations and PAT testing, including the preparation and safe disposal of chemicals.
13. Assist learners and lecturing staff as required across the College.
14. Keep up to date with current procedures and practices through continuing professional development.
15. Support at open evenings and evening performances and other events as they arise.
16. Facilitate the streaming of live performances including management of streaming equipment.
17. Ensure that electronic data is managed and stored appropriately, including regular back ups.

Generic Duties and Responsibilities:

18. Promote a culture of innovation, excellence and equality.
19. Reflect the vision, mission and values of the College.
20. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
21. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
22. To actively contribute to the risk management of the College.
23. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
24. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
25. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
26. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Technician – The Arts

Person Specification

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• GCSE Grade C (4/5) or above in Maths & English	✓			✓	
• NVQ 3/BTEC National Diploma in relevant discipline (or equivalent)	✓			✓	
• Valid First Aid certificate (or willing to work towards)	✓			✓	
<u>Desirable</u>					
• Current IOSH qualification (or equivalent) or willingness to work towards	✓			✓	
• Level 4 or equivalent qualification in a relevant subject	✓			✓	
• Evidence of on-going professional development	✓			✓	
• Qualified PAT tester (or willing to work towards)	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Ability to demonstrate practical skills to organise and facilitate an excellent learning session	✓	✓	✓		✓
• Design, deliver and oversee workshops for technical theatre students.	✓	✓	✓		✓
• Facilitate the streaming of live performances including management of streaming equipment (or willing to work towards)	✓	✓	✓		✓
• Experience of working within a similar educational environment	✓	✓	✓		✓
• Excellent working knowledge of organising and maintaining Production Arts equipment (e.g. lights, cable management, etc)	✓	✓	✓		
• Excellent working knowledge of health & safety regulations in performing arts and events	✓	✓	✓		
• Commitment to the provision of a quality service and the implementation of quality improvements	✓	✓			✓
• Demonstrate an understanding of equality, diversity and inclusion in work and the learning environment	✓	✓	✓		
• Excellent problem-solving skills	✓	✓	✓		
• Appropriate level of digital literacy	✓	✓	✓		
<u>Desirable</u>					
• Valid driving licence	✓	✓	✓		
• Working knowledge of Wysiwyg	✓	✓	✓		
Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to College) and to translate ideas into actions	✓		✓		
• Emotional intelligence, self-awareness and confidence		✓	✓		
• Accuracy and attention to detail	✓				

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	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
Personal Attributes (<i>continued</i>)						
<u>Essential</u>			✓			✓
• Excellent organisational skills, ability to prioritise and work effectively under pressure			✓			✓
• Flexible approach to working			✓			
• Demonstrate an understanding of equality, diversity and inclusion in work and the learning environment			✓			✓
• Commitment to on-going professional development	✓					✓
• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
Other Requirements for Employment						
<u>Essential</u>						
• Enhanced DBS check						

Updated: December 2021