



JOB FAMILY – Facilities

English Schools Foundation **Confidential** Version 1.1

Job Name	Performing Arts Technician (Building & Building Services)
Job Code	FDD01/01
Job Summary	Responsible for working with the music technician, teachers and students to support and help plan technical design, set design and construction for performances, plays, assemblies etc. Responsible for operations repair, maintenance of technical theatre infrastructure.
Main Accountabilities	<ul style="list-style-type: none"> To support the smooth running of the performing arts faculty, students and the whole school as required. To provide technical support (video/sound/light) to the whole school and the provision and maintenance of technical services throughout the school. Support in the design, planning and implementation of lighting, sound, set, props with teachers and students for events including college wide productions to once of presentations Act as in-house technical expert and provide advice on executing school based projects. Attend meetings as necessary and produce notes/ minutes for record purposes. Assisting with the preparation and maintaining of learning material, equipment and resources and maintenance of PA studios. Maintenance of the video, sound and light equipment in PA studios. Assisting with the preparation and mounting of display work and preparation and administrative work for the PA events. Support to students relating to techniques and understanding of course material and assigned tasks. Technical support to staff and students relating to PA equipment and operation. Assisting teachers in the classroom during lessons when requested. Ordering materials for and assisting in the design and construction of sets and props for the school performances. One-on-one supervision of students in hazardous areas or in potentially dangerous situations. Assisting in the setting up of technical equipment for assemblies, concerts, productions and other events and training students to use equipment. Maintaining a safe and stimulating environment for students in PA workshops and other learning environments. Be prepared to relocate, reinstall and install any technical equipment as well as troubleshoot basic technical problems. Be prepared to work after school and/or at the weekends as required. Support the school in any outside school performances/activities. Assist other staff with the use of sound/light equipment for assemblies and other activities. Maintain an up to date inventory of all equipment. Be sure that all equipment is in good working order and stored safely. manager Maintenance check and repair of equipment. Shopping as required for essential non-deliverable materials. Organising store and keep all areas tidy and safe. Assisting with minutes of faculty meetings. Maintenance of departmental website. Performs other duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.
Typical reporting relationship	Head of Drama>Facilities Manager
Minimum typical education	Degree in relevant theatre area (production, lighting, sound, set, costume etc)
Minimum typical experience	2 years relevant experience.
Core Professional / Technical Competencies required	<ul style="list-style-type: none"> Excellent organizational and interpersonal skills. Flexible, adaptable. Creative and imaginative thinker, problem solver, capable of considering different perspectives. Able to contribute to a team and work independently. Excellent understanding of technical theatre and performance elements Application of project management techniques Ability to follow established standards Fluency in oral, written English, Cantonese (desirable). Excellent interpersonal skills. Excellent organisational skills. Knowledge Applies good knowledge of occupational health and safety rules.
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> • Collaboration • Communication • Planning and Organising Work • Customer Service
Development / Training to support job competencies	To be negotiated as part of the performance management process Relevant courses To be negotiated as part of the performance management plan
Notes:	