

Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

Media and Performing Arts Assistant, 37.5 hours per week.

Reporting to:

Head of Drama

Department Overview

Drama and Music are taught at Key Stage 3, GCSE and A level. Classes are mostly taught in specially equipped teaching spaces and often involve the use of sound, light or special effects. There is a thriving extra-curricular programme which allows students and staff to explore their own interests beyond the criteria and time limitations of curriculum drama. These projects help to bring students from different age groups together, creating a sense of unity within the school and they are shared with parents and friends, enhancing a sense of the wider school community. The extra-curricular performing arts programme at Withington is extensive and varied.

Each term there will be up to four drama studio performances of examination work and extra-curricular projects which all require technical support. In addition to this, there are informal music concerts, music examination recordings and major whole school music concerts. Occasionally the music and drama departments work together to produce whole school musicals for large numbers of pupils. The demand for media, film and photography support within the school is growing at a fast pace and our technicians are frequently called upon to create campaign films, promotional filmed material and to support with assemblies. The technicians also support within the Art department when appropriate.

Girls are encouraged to appreciate the importance of sound and light from the early stages of their performing arts education and an awareness of how technical design, ICT programmes and sound equipment complements the work of the actor, musician and the director is an important aspect of the courses. Operation of sound and lighting facilities is taught by the drama technician at GCSE and A level (curriculum drama) or at any age (if involved in an extra-curricular project).

Role Overview

The post holder will work closely with the Performing Arts Technician, assisting with the range of tasks as detailed below, ensuring that the Drama, Music, and Art Departments along with the Arts Centre and whole school receive the technical support they require. Specific division of tasks will be agreed at the weekly production meeting.

Main duties and responsibilities:

For the Drama Department:

1. To assist the Performing Arts Technician in the design and construct basic sets for performances
2. To assist the Performing Arts Technician with the completion of the design, rigging, programming and operation of sound, lights, projection and special effects for performances and assemblies
3. To assist the Performing Arts Technician with the stage management of performances
4. To complete projection and VFX effects for performances
5. To undertake direction of performances for film.
6. To teach pupils sound, filmmaking and lighting skills as an extra-curricular activity and for GCSE and A Level examination
7. To Support Drama teachers with any technical support, they require during lessons.
8. To deliver a weekly technical club for students who wish to learn technical theatre skills, supporting the Performing Arts Technician and planning and leading the Kino Club.
9. To document and create rehearsal tapes for pupil's using video camera equipment.
10. To undertake the filming, photography and DVD making for all shows, in line with examination requirements
11. To purchase / hire the stage lighting, costume, sound, film, photography and consumables in line with the budget.
12. To ensure the effective maintenance of all drama stock
13. To create posters, tickets, programmes and photo frames for all shows
14. To record and monitor against budget all Drama Department expenditure
15. To support the Head of Drama with general administration tasks, including TripSafely.
16. To undertake regular risk assessments and ensure the work of the department complies with health and safety regulations

For the Arts Centre:

17. To oversee the day-to-day use of the Arts Centre including setting up IT and audio visual requirements for assemblies
18. To support the Performing Arts Technician in the rigging, programming and operation of sound, lights, projection and special effects for performances taking place in the Arts Centre, hiring and buying equipment in line with show budgets and an annual Arts Centre equipment budget
19. To equip a live broadcast camera feed from the Arts centre that can also be used to film shows.
20. To ensure the maintenance of Arts Centre stock and management of its loan within the school. (Think Joe would prefer to do this alone-a one person job)

For the whole School:

21. To process requests and provide support for presentations requiring routine AV and technical help.
22. To document key events and activities for the whole school throughout the year, by using film and photography.
23. To create a media newsgathering department team that documents events and interviews students and staff about the life of the school.
24. To make sure all video and photography is archived and secure.
25. To provide assistance with recording of GCSE and A level performance and composition throughout the year for the Music Department.
26. To lead with the filming, editing and production throughout all departments.
27. To devise and teach pupils AV filmmaking skills for GCSE, A Level, extra-curricular and the enrichment programme.
28. To lead extra-curricular film after school club.
29. To become familiar with, and follow all school guidelines and policies including child protection. Where necessary attend training sessions to update skills and knowledge on whole school issues.
30. To oversee TripSafely for the Drama and Music departments.
31. In the absence of the Performing Arts Technician to ensure that immediate priorities are agreed with the Head of Drama and Head of Music and an 'interim plan' put in place to ensure continued support.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths grade c minimum. Higher education (degree, diploma or equivalent) in technical theatre 		<ul style="list-style-type: none"> Production of the Applicant's original certificates.
Experience	<ul style="list-style-type: none"> Media and Theatre industry experience in all aspects of live performance and filmed events. 		<ul style="list-style-type: none"> Contents of the application form. Evidence of results achieved. Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> Working knowledge of IT including projector set-up, PowerPoint presentations, computer system set-up, and specific theatre industry design programmes. Management, design, building and crewing experience in all aspects of performing arts. Knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use. Knowledge of audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques, its maintenance and refurbishment. Knowledge of set building, painting and design techniques and their application. Knowledge of theatre scenery, safe rigging and staging equipment. Knowledge of costumes and properties, their construction and application in the theatre. Knowledge of electrical principals and electrical safety. Knowledge of current Health & Safety requirements and legislation regarding theatre. Knowledge of Adobe creative cloud. 	<ul style="list-style-type: none"> Driving licence is highly desirable. 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references

	<ul style="list-style-type: none"> • A keen interest in technological advances in film and media production. • Knowledge of non- linear editing software. • Knowledge of green screen filming. • Knowledge of filming equipment and techniques. 		
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Excellent interpersonal, communication and planning skills. • Passion for supporting all aspects of the performing arts in education. • Passion for helping children and young people learn about the living world. • Trustworthiness and integrity. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to engender confidence in young people. • A warm, friendly and patient manner. • Ability to build positive relationships with all pupils that allow them to achieve to their highest potential. • Discipline and time management skills- an ability to juggle competing demands. • A sense of humour. 	<ul style="list-style-type: none"> • The successful candidate will be expected to manage their own time to complete the duties required. • A high level of commitment is expected, particularly in the weeks leading up to a major production. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references