

JOB DESCRIPTION

Job Title: Creative and Performing Arts Technician and Events Organiser

Reporting to: Director of Creative and Performing Arts

Job Purpose: To provide full technical support to teaching staff and students in preparation and clearing away of both lesson and for events held within the Faculty.

Key Deliverables:

- Provide technical support for the faculty/school in provision of sound and lighting in the school venues – Assembly Hall, Theatre and Drama venues for both whole school and CPA activities
- Displays for all departments within the Faculty (Art& Photography, Dance, Drama, Music) and preparation of materials for lessons in departments e.g. Art
- To liaise with Heads of Department and prioritise work given to ensure that each Department has required access to the resource. **To organise and prepare all information for any faculty trips using school systems.**
- To produce word processing documents as required by teaching staff.
- To undertake administrative support e.g. photocopying, collating, scanning, as required by teaching staff.
- To input data to departmental data bases as directed by Head of Department.
- To complete general administrative duties as required.
- To communicate effectively with all staff, students and parents.
- To promote the image of The James Hornsby School, and encourage team working throughout the school.
- Designing and printing of tickets, programmes ad posters for all shows and public events
- Copying CVs/videos e.g. for exams
- Videoing and photographing events, exams, etc
- Downloading and editing of exam performances for moderation
- Up keep and general maintenance of all technical equipment within the Faculty (e.g. keyboards, microphones, amps, cameras, lighting and sound equipment)
- Artistic preparations for shows e.g. scenery painting
- General setting up as required for exams (equipment, resources, signs, etc)
- Hiring out of costumes for Drama department
- To ensure Health and Safety regulations and Codes of Practise are observed at all times
- Maintain confidentiality of school and student information