

Job Description

Job Title:	Performance and Media Technician
Responsible to:	Head of Subject Performing Arts
Functional Liaison with:	HOS, Estates team, External Suppliers, Finance, teaching staff, students
Main Purpose:	The Technician supports the technical, creative, and logistical needs of departments, ensuring the smooth setup, operation, and maintenance of equipment for lessons, performances, and events. The role involves training students, collaborating on projects, creating promotional content, managing resources, and ensuring health and safety compliance, playing a vital part in delivering high-quality creative experiences.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- **Technical Setup & Maintenance:** Prepare, set up, and strike sets, sound, and lighting equipment for performances, ensuring proper maintenance and safety of all technical resources.
- **Specialist Software & Equipment:** Operate and maintain sound desks, lighting rigs, digital recording studios, media equipment, and relevant software like Logic Pro, Adobe Creative Suite, and Final Cut Pro.
- **Student Training & Supervision:** Train and oversee student technical teams, fostering peer-led learning, and assist in set design and construction as needed.
- **Performance & Examination Support:** Provide technical support for music performances, practical exams, and media projects, ensuring the smooth operation of all events.
- **Studio & Equipment Preparation:** Prepare studios and performance spaces for lessons and productions, working with staff to meet requisitioned requirements.
- **Social Media & Promotional Content:** Create promotional content such as videos, pictures, and podcasts for social media, marketing, and showcasing student work.
- **Recording & Editing:** Capture and edit student performances for moderation, promotional materials, and archiving using college media equipment.
- **Health & Safety:** Ensure compliance with health and safety regulations, conduct risk assessments, develop safe working practices, and keep workspaces clean and organized.
- **Resource Management:** Maintain an inventory of materials and equipment, manage loan systems, plan repairs and servicing, and ensure sufficient stock levels.
- **Cross-Department Support:** Collaborate across Performing Arts, Music, and Media departments to support technical needs for lessons, performances, and open events.
- **External & Internal Events:** Provide technical support for external bookings, open events, and performances, including stage management and front-of-house duties.
- **Professional Development:** Stay updated on industry practices and health and safety standards, participate in CPD activities, and contribute to team meetings to enhance technical support and delivery.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	<ul style="list-style-type: none"> To maintain efficient and accurate records. Ability to collate stock and control lists/records Ability to carry out administrative tasks Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post. 	<ul style="list-style-type: none"> Knowledge of basic health and safety responsibilities. Understanding of support role required in the Centre by teaching staff. 	I,A,
Knowledge and Skills	<ul style="list-style-type: none"> Knowledge of computer systems e.g. MS Office products. To have worked as a technician in one of the above noted areas 	<ul style="list-style-type: none"> Awareness of current Health & Safety practice Practical/Commercial experience in one of the areas noted above 	A,I,P
Experience	<ul style="list-style-type: none"> Experience of a broad range of equipment and resources used in the areas specified above. Certification in certain area. 		A, I,
Personal Qualities	<ul style="list-style-type: none"> Act as point of contact for visitors including deliveries/other agencies. Receive and redirect telephone calls, passing on messages to others. Handle communications via email Ability to handle confidential, sometimes sensitive information 	<ul style="list-style-type: none"> Awareness of working with young people having Special Educational and Physical Needs 	A, I,
Training	<ul style="list-style-type: none"> Willingness to attend, undertake any training or development as, or when appropriate. Commitment to continuing personal development through continual professional learning. 		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service pro rata for part time working.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.