



## Technical Support

<b>Post:</b>	Performing Arts Technician
<b>Responsible to:</b>	Head of Performing Arts
<b>Salary/Grade:</b>	Grade C NJC SCP 11-13
<b>Working Time:</b>	8 hours per week, term time only + 5 staff days
<b>Purpose:</b>	To assist and support teaching staff in providing students with a relevant and effective Performing Arts experience and ensure high levels of achievement.
<b>Responsible for:</b>	Support Performing Arts staff in the delivery of lessons/extra-curricular activities/performances. Under the direction of the Head of Department and Facilities Manager ensure all Health and Safety requirements are met. Maintain, monitor and set up instruments and equipment in the department to ensure resources are readily available for practical sessions as part of their Performing Arts. Assist in administrative duties in accordance with Workforce Reform.
<b>Key Tasks</b>	Support the delivery of practical lessons/extra-curricular activities/performances, e.g. provide musical accompaniment/set up and operate sound and lighting systems. Maintain instruments and equipment in accordance with Health and Safety requirements. Complete weekly visual checks on electrical equipment. Report any Health and Safety issues/concerns to the Head of Department and Facilities Manager as appropriate. Carry out first line servicing of instruments and equipment ensuring safety and reliability. This will include replacing consumables, removing dust and carrying out minor repairs. Maintain the good order and organisation of Performing Arts accommodation and its storage facilities. Under the supervision of the Head of Department maintain and monitor stock levels and assist in the ordering/delivery of materials and equipment. Prepare and mount display materials and equipment. Maintain the department's Stock Book. Maintain the safety and security of rooms.
<b>Generic responsibilities:</b>	To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines. To comply with the Council's/College's Single Equality Policy and to ensure that it is implemented within the service area of the post. To comply with the Council's/College's Data Protection Policy/legal requirements.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.



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