



# JOB DESCRIPTION

**POST TITLE:** PERFORMING ARTS TECHNICIAN (FE & HE)  
**POST NUMBER:** WREQ2756  
**GRADE:** HAY SCALE

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## JOB PURPOSE

As the Performing Arts Technician, you will provide technical support and service to the Performing Arts division within the Faculty of Creative Arts.

## KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Faculty Divisional Lead for the following:

- Maintaining and providing technical support for the area(s) of specialism, including setting up equipment and commodities for practical sessions, filming and digital delivery.
- To supervise, advise and demonstrate to students' technical skills within the specialist studio spaces and safe equipment handling.
- To undertake servicing and maintenance of equipment where applicable and to arrange repairs.
- To prepare resource areas, specialist studio spaces and teaching aids for staff.
- To supervise through collaboration with academic staff, the preparation and planning of performance assessments and internal and external productions.
- To have an interest in new and emerging technologies in the appropriate subject area.
- To abide by and work within the College Health and Safety Policy and ensure students also work within the policy.
- To assist with internal and external activities such as shows, live service and events.
- To undertake other duties that may be required and are commensurate with the grade of post.



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## **GENERIC DUTIES**

In addition to the above requirements, all staff are expected to:

- Participate in both internal and external staff development as appropriate.
- Meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure.
- Be prepared to operate on a flexible year as required. Members of the team will be expected to work out of normal working hours as required by the job.
- Comply with Information Security requirements, in line with Weston College policy.

## **SUPERVISORY RESPONSIBILITY**

As post-holder, you may be required to give technical instructions to students and other approved users in the specialist area(s), when required.

## **SUPERVISION RECEIVED**

Day-to-day supervision will be exercised by the Faculty Divisional Lead, and overall, you will be responsible to the Head of Faculty.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

## **SALARY**

Hay 10 Scale, Points 18-21: £18,603.00 to £20,732.00 per annum.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

## SPECIAL NOTES AND CONSIDERATIONS

The normal working week of the College is Monday to Friday and such hours as are required to meet the needs of the service whilst the College is open for business. You will be required to undertake your duties over three working days at such times as are directed.

*Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.*

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Level 3 qualification (e.g. A-level or equivalent) in Technical Theatre or related subject areas.		✓
Degree-level qualification, which is appropriate to the work.		✓
Up-to-date working knowledge of industry standard technical equipment and associated health and safety requirements.	✓	
Relevant industry experience.	✓	
Highly motivated.	✓	
Excellent organisation skills.	✓	
Ability to work effectively as part of a team.	✓	