

# **VALLEY PARK SCHOOL**

## **JOB DESCRIPTION**

<b>Job Title:</b>	Creative Arts Technical Manager
<b>Grade:</b>	VIAT 7 £28,303 - £32,297 FTE (Pro rata £24,453 - £27,903)
<b>Hours:</b>	Annualised hours (1443 hours a year) Term time only plus two weeks (these additional hours to be agreed with line manager)
<b>Reports to:</b>	Assistant Headteacher
<b>Accountable to:</b>	Deputy Headteacher

### **General Responsibilities and Duties:**

To be responsible to the Assistant Headteacher for:

- The technical management of the Creative Arts Department

### **Specific Duties:**

- Work as directed by the Assistant Headteacher to technically manage all relevant events within the school and the community
- Deliver practical technical support to students studying Production Arts and Music Technology courses
- Attend selected meetings as directed by Assistant Headteacher
- Be the first point of contact for technical enquiries to the Arts Centre
- Liaise with the Building and Estates and Manager regarding lettings of Creative Arts facilities
- Take overall responsibility for the technical management of the recording studio.
- Develop the students within school to provide effective stage crews for all relevant school and Creative Arts events
- To coordinate get in and get out for all relevant school and Creative Arts events
- Prepare risk assessments for all relevant events and productions
- Prepare lighting and/or sound designs for all relevant school and Creative Arts events
- Attend selected rehearsals as directed by the Assistant Headteacher
- Undertake and coordinate technical duties under the direction of the Assistant Headteacher within the Art & Design department to include technical support for Ceramics and Textiles
- To be responsible for the professional appearance of all Creative Arts venues including the Hall and the Gallery
- To be responsible for the maintenance of all Creative Arts technical resources including lanterns, microphones etc.
- To be responsible for the hire of additional equipment as required for events and productions

- To be responsible for the ordering of all consumables relating to the effective implementation of the above job description
- Carry out duties with regard to Health and Safety issues.
- Carry out any duties commensurate with grade as directed by the Finance & HR Director and Headteacher.
- Participate in the Trust's appraisal process.
- To be responsible for the management, training, induction, supervision and rostering of Creative Art Technicians, freelance engineers and contractors.
- To work collaboratively with other trust schools to provide specialist technical support.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed: ..... Date: .....