



CREATIVE INDUSTRIES  
PRODUCTION TECHNICIAN  
APPRENTICE  
VALLEY PARK SCHOOL

JOB DESCRIPTION	
<b>Job Title</b>	Creative Industries Production Technician Apprentice
<b>Grade</b>	Apprentices Salary/National Minimum Wage
<b>School / Department</b>	Valley Park School
<b>Base</b>	Valley Park School
<b>Hours</b>	Full time, 37 hours per week – 24 month term
<b>Reports to</b>	Creative Arts Technical Manager
<b>Accountable to</b>	Assistant Headteacher

### Job Summary

We are seeking to recruit two Apprentices to join the Creative Arts team to complete a Level 3 apprenticeship. This role will be responsible for the technical support of the Creative Arts Departments. 20% of the working week (i.e. one day) is assigned for completion of apprenticeship coursework and study.

### Key Working Relationships

- Creative Arts Technical Manager
- Director of Music
- Department staff

### Key Responsibilities

- Work as directed by the Creative Arts Technical Manager to technically support 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 Creative Arts Technical Manager.
- To provide technical support for 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 relevant school and Creative Arts events.
- Support preparing 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 Creative Arts Technical Manager.
- Undertake and coordinate technical duties under the direction of the Creative Arts Technical Manager within the Art & Design department to include technical support for Ceramics and Textiles.
- To support the professional appearance of all Creative Arts venues.
- To assist with maintenance of all Creative Arts technical resources including lanterns, microphones etc.
- Carry out duties with regards 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.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Statement**

The list of duties in this 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.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths or equivalent at minimum grade 4</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in production arts</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Prior experience relevant to role</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge relevant to role</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Work well as part of a team.</li> <li>• Effective communication skills and good interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in light and sound</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Reliable, flexible and willing to learn.</li> </ul>	