



CREATIVE ARTS TECHNICIAN APPRENTICE

VALLEY PARK SCHOOL

Shaping Tomorrow's Future Together



JOB DESCRIPTION	
Job Title	Creative Arts Technician Apprentice
Grade	
School / Department	Valley Park School
Base	Valley Park School
Hours	Annualised hours (1929.29 hours per year)
Reports to	Creative Arts Technical Manager
Accountable to	Assistant Headteacher

Job Summary

To be responsible to the Creative Arts Technical Manager for:

- The technical support of the Creative Arts Departments

Key Working Relationships

- Trust Deputy Director of Music
- Trust staff
- Students

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 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.

Commented [K1]: I would say 'support' rather than manage

Safeguarding

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

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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
Qualifications	Qualifications related to the job role.	
Experience	Experience of technical work in a creative environment.	
Knowledge	- Knowledgeable interest in and empathy for the arts. - Working knowledge of theatrical equipment.	
Skills	- Excellent organisational skills with a high level of attention to detail and ability to effectively work on multiple projects concurrently. - Ability to communicate effectively with and support incoming productions in a friendly and creative manner, as well as to maintain good relationships with the public. - Ability to carry out technical work and stagecraft training/supervision to a high standard (e.g. carpentry, flying, rigging lighting and sound). - Excellent written and verbal communication skills (including an excellent standard of spoken and written English). - Excellent ICT skills.	
Attributes	- Personable, enthusiastic and with a desire to work effectively within the small dedicated, creative team. - A fast learner who is able to pick up new skills quickly and use initiative. - Dedication to the role, with a hardworking and can-do attitude.	