

To apply for this post, you must have at least **two years** experience.

Please send your CV to recruitment.wholeschool@ncbis.co.uk OR rebekah.thompson@ncbis.co.uk

Apply by **20th May 2021**

Job Start August 2021

Interviews will be held week commencing 23rd May 2021

Job description	
<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Summary of the role:</p>	Performing Arts Sound & Lighting Technician, full time.
<p>Reporting to:</p>	Director of Performing Arts
<p>Department Overview :</p>	<p>Music and Drama are taught at Key Stage 1, 2, 3, GCSE and IB level. Classes are mostly taught in specially equipped teaching spaces and have technical requirements such as recording performances, sound, light or special effects. There is a thriving extra-curricular programme, which allows students and staff to explore their own interests beyond the criteria and time limitations of curriculum music & drama. These projects help to bring students from different age groups together, creating a sense of unity within the school and they are shared with parents and friends, enhancing a sense of the wider school community. The extra-curricular performing arts programme at NCBIS is extensive and varied.</p> <p>Each term there will be drama studio examination work and extra-curricular projects which all require technical support. In addition to this, there are formal and informal music concerts, music examination recordings and major whole school music concerts & drama performances. Occasionally the music and drama departments work together to produce whole school musicals for large numbers of pupils.</p>

	Students are encouraged to appreciate the importance of sound and light from the early stages of their performing arts education and an awareness of how technical design, ICT programmes and sound equipment complements the work of the Actor, Musician and the Technician is an important aspect of the courses.
Role Overview	The post holder will be responsible for providing technical support to the Music and Drama departments.
Main duties and responsibilities:	<p>For the Music Department</p> <ol style="list-style-type: none"> 1. To provide assistance with recording of GCSE and IB level performance and composition throughout the year for the Music Department. 2. To support the music department with setting up equipment for classroom lessons and in recording informal recitals. 3. To establish and deliver all the technical requirements for all concert and musical productions, attending technical rehearsals, and providing technical help during performance for the music department. Including any weekend and evening events. 4. To purchase, hire and maintain all equipment in the music and drama departments. 5. To contribute to the extra-curricular life of the school. 6. To attend trips relevant to curriculum areas. 7. To ensure equipment is fully functioning across all three music areas on a daily basis and to respond to requests for specific setup requirements. 8. To complete an ICT audit on a weekly basis to ensure all equipment is working and available for use. 9. To ensure classroom instruments are maintained regularly, repaired etc. New strings fitted to guitars as necessary.

10. To complete and update the repair work-list and inventory of jobs needing to be done. Eg. Ukulele tuner repair, guitar necks re-glued, amps fully functioning with sockets on all electrical equipment checked regularly. Update staff weekly on progress with repairs.

11. To support planning for ongoing departmental development with regards to electric supply, keyboard workstations, auditorium upgrade etc. Liaise with the site team as necessary.

12. To complete the repair log on a weekly basis, updating staff and Head of Department on a weekly basis at the departmental meeting.

13. To advise on necessary purchases and ensure there is a rolling replacement of equipment.

14. To maintain and update a department inventory and to ensure items to be scrapped are signed for by HR for approval.

15. To assist teachers in class as necessary, and to set up equipment as required.

16. To ensure necessary departmental purchases are actioned promptly and progress checks made with the finance office.

For the Drama Department

16. To design and construct basic sets for performances.

17. To design, complete the rigging, programming and operation of sound, lights, projection and special effects for performances including two weekly assemblies.

18. To undertake the stage management of performances.

19. To teach students sound and lighting skills as an extra-curricular activity.
 20. To deliver a weekly technical club for students who wish to learn technical theatre skills.
 21. To undertake all the filming for all shows, in line with examination requirements.
 22. To purchase / hire all stage lighting, sound and FX equipment.
- Whole School:**
14. To attend weekly departmental meetings to update on actions
 15. To set up IT and audio visual requirements for assemblies and school functions as instructed by SLT.
 16. To maintain good order among the students and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
 17. To become familiar with, and follow, all school policies.
 18. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails at least twice every school day.
 19. To provide support to the Director of Performing Arts with general administration tasks.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> ■ GCSE in English and Maths grade c minimum, or their equivalent ■ Higher education (degree, diploma or equivalent) in technical music or theatre 		<ul style="list-style-type: none"> ■ Production of the Applicant's original certificates.
Experience	<p>Experience in all aspects of live performance and events.</p>		<ul style="list-style-type: none"> ■ Contents of the application form ■ Interview ■ Professional references
Skills and Knowledge	<ul style="list-style-type: none"> ■ Working knowledge of IT including projector set-up, PowerPoint presentations, computer system set-up, and specific music programmes. ■ Knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use. 	<ul style="list-style-type: none"> ■ Driving licence is highly desirable 	<ul style="list-style-type: none"> ■ Contents of the application form ■ Interview ■ Professional references

	<ul style="list-style-type: none"> ■ Knowledge of audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques, its maintenance and refurbishment. 		
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> ■ Excellent interpersonal, communication and planning skills. ■ Passion for supporting all aspects of the performing arts in education. ■ Passion for helping children and young people learn about the living world. ■ Trustworthiness and integrity. ■ Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ■ Ability to engender confidence in young people. 	<ul style="list-style-type: none"> ■ The successful candidate will be expected to manage their own time to complete the duties required. ■ A high level of commitment is expected, particularly in the weeks leading up to a major production. 	<ul style="list-style-type: none"> ■ Contents of the application form ■ Interview ■ Professional references



NCBIS

Since 1978 NEW CAIRO BRITISH INTERNATIONAL SCHOOL

	<ul style="list-style-type: none">■ A warm, friendly and patient manner.■ Ability to build positive relationships with all pupils that allow them to achieve to their highest potential.■ Discipline and time management skills- an ability to juggle competing demands.■ A sense of humour.		
--	---	--	--