

# KING EDWARD VI SCHOOL

SHAKESPEARE'S SCHOOL

## JOB DESCRIPTION

### AV Technician

<b>Job Title:</b> AV Technician	<b>Start Date:</b> ASAP
<b>Reports to:</b> Head of Drama	<b>Hours:</b> Variable (Guaranteed Minimum Hours)
<b>Contract:</b> Permanent	<b>Salary:</b> £12.85 per hour plus holiday pay (based on NJC Scale Point 3)

#### **Purpose of Job:**

To provide technical support for School productions, performances, presentations, and various events. The person in this position will be responsible for ensuring that all audio-visual, sound, lighting, and stage equipment is operated safely and efficiently. The person will also be required to support the Network manager on an ad hoc basis with tasks commensurate with the role.

The person will be required to work flexibly, as necessitated by the needs of the school. Working hours will be Monday to Friday, term time only, but will include occasional evenings and weekends. The weekly commitment is about 20 hours, with a full event schedule provided ahead of time to assist with planning.

Training will be provided where necessary.

This position will be based on-site at the School site (CV37 6HB).

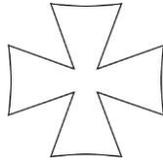
#### **Roles and Responsibilities**

##### **Technical Operations**

- Set up, operate and maintain theatre lighting, sound, projection, rigging, and staging equipment for school events i.e. assemblies, presentations, meetings, performances during school hours.
- Perform routine maintenance, testing, and cleaning of technical equipment within the school to ensure safe working order.
- Provide technical support and supervision for students involved in productions and events.
- To work collaboratively with staff members and student involved in school events.
- To support the Network manager in resolving low-level IT issues.

##### **Health & Safety**

- Ensure all activities comply with relevant health and safety legislation and school policies.
- Carry out regular risk assessments for productions and events.
- Maintain safe working environments, including managing working-at-height procedures and manual handling.
- Maintain technical documentation, equipment logs, and safety records.



### **Person Specification**

#### **Essential:**

- An understanding of digital sound and lighting systems.
- Quick thinking and problem-solving abilities to handle unexpected situations.
- Ability to work with young people in a supervisory/mentor capacity.
- Ability to work independently and as part of a team.
- An understanding of health and safety in a technical environment.
- Flexibility to work evenings/weekends as required.

#### **Desirable:**

- A recognised qualification in (or studying towards) Technical Theatre, AV production or related field.
- Previous experience in running the AV for live events would be preferred but not essential.
- Excellent communication, organisational and inter-personal skills.
- An attention to detail.

King Edward VI School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must undergo child protection screening, including checks with past employers and DBS and barred list checks. Online checks will be completed for all shortlisted applicants.