



Job Description/Person Specification

Performing Arts Technician

H2 (FTE £24,796-£25,583) Actual salary (£16050-£16562) - 28 hours per week, term time plus 1 week

About the role:

We are looking for a technician to support the administration for the Drama and Music departments. This will be working Monday to Friday during school hours, with some flexibility if required.

This role will operate with varying demands so flexibility and a “can-do” attitude are essential. On some occasions, there will be a need to work in the evening and a (very occasional) weekend to assist with the school’s public and exam performances. Responsibilities will include a mixture of technical, practical and administration areas. Technical experience is not essential and training will be provided.

Responsible to: Subject Leads for Drama and Music

Main Areas of Responsibility:

- Sound and lighting for productions and concerts (desirable)
- Assist during production weeks to ensure rehearsals and production meetings run smoothly
- Management and maintenance of equipment and musical instruments
- Filming and recording performances
- Creating or sourcing set, costume and prop items
- A variety of administration tasks including data
- Photocopying, printing, creating resources, computer admin tasks, using word / google docs
- Organising displays
- Liaising with other departments

Person Specification:

Essential:

- Enjoy working with young people
- Good organisational skills
- Be self-motivated and able to use initiative
- Reliable, enthusiastic and hardworking
- Flexible ‘can do’ attitude
- Excellent interpersonal skills

- Basic IT skills as minimum

Desirable:

- Some experience of Google Apps
- An interest in theatre, music and the performing arts
- Some knowledge of technical theatre or be willing to learn

The post could suit a gap year student wishing to gain experience, or a graduate from university or drama school. The post could suit someone with professional experience with a desire to extend their technical skills, or equally someone who is well organised with a willingness to learn.

May 2026