



Reed's School Job Description SOUND AND STAGE TECHNICIAN

Reed's 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>The Role and Department:</p>	<p>Music and Drama play a central role within the life of Reed's School. The School also runs multiple events each year that require technical expertise, such as open mornings and Speech Day.</p> <p>The performance calendar is extensive, with events scheduled throughout the year including plays, concerts, recitals, productions, competitions, and performances both within and beyond the School. The School runs a full weekly programme of rehearsals for ensembles, including orchestras, choirs, jazz ensembles and chamber groups of all varieties and for drama productions.</p> <p>Music and Drama are both popular options at GCSE and A Level and results are very strong. The School seeks to increase the use of technology across the curriculum and to develop further opportunities, for example in Music Technology.</p> <p>The Sound and Stage Technician is a full-time post at Reed's School. The role-holder will support the technical, academic and co-curricular life of the Music and Drama Departments and wider School, contributing significantly to school events, music technology provision, drama productions and the delivery of the curriculum.</p> <p>The role-holder will report into the Senior Deputy Head (who is responsible for whole-school events). The Senior Deputy Head will work with the Directors of Drama and Music to co-ordinate the role-holders priorities.</p>
<p>Main Duties and Responsibilities:</p>	<p>Technical and Audio Provision</p> <ul style="list-style-type: none"> • Provide audio support for Open Mornings and major whole-school events, including A Level and GCSE options events, admissions events, Speech Day and other school functions. • Act as audio technician for music and drama department led events in the Assembly Hall, the Music School, and external venues.

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Technical Infrastructure

- Maintain and support the Music Department's technical infrastructure, including Mac suites, music software, hardware and recording studio facilities.
- Support the upkeep, development and effective use of recording and production equipment.
- Procure equipment as necessary.
- Lead the recording of GCSE and A Level Music coursework submissions, which form a substantial component of public examination qualifications.
- Order/hire supplies and equipment for Drama and Music productions.
- Take responsibility during rigging, focussing, plotting and de-rigging sessions.
- Contribute to the development and relaunch of the recording studio as a functional teaching and learning space.
- Ensure implementation of all Health and Safety relevant Health and Safety policies (guided by the line manager)
- Maintain a booking system for the school assembly hall.

Curriculum Support and Development

- Assist in the delivery of the music and drama curriculum across Lower School, GCSE and A Level, particularly in composition and music technology.
- Support the increased use of technology within the Lower School curriculum.
- Support the identification and development of potential A Level candidates, helping to promote academic excellence and enable access for pupils of varied backgrounds.
- Assist with the design and operation of technical requirements for academic Drama assessments, including lighting, sound, projection and set elements as required.

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- Filming, editing and archiving student assessments to the Drama Vimeo account.

Pupil Enrichment

- Coordinate and lead a Music Technology Club.
- Promote creative and innovative use of music technology among pupils.
- Support pupils in developing skills in recording, production and digital composition.
- Organise and run workshops to educate pupils in lighting, sound, stage management and the proper use of all equipment.

Resources and Administration

- Manage and maintain the departmental music library and digital resources.
- Assist with the organisation of departmental resources and materials.

General Duties

- Support music ensembles and drama rehearsals as required.
- Attend relevant meetings and INSET as directed by the Senior Deputy Head
- Assist in marketing and promoting the School, including support at admissions and public events.
- Promote and safeguard the welfare of children and young persons with whom you come into contact.
- Carry out other reasonable duties as instructed by the Senior Deputy Head and commensurate with the role.

Reed's School Person Specification SOUND AND STAGE TECHNICIAN

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	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • A recognised qualification in sound and/or stage management.
Experience	<ul style="list-style-type: none"> • Experience of working co-operatively as part of a team. • Experience of technical work within a theatre, entertainment or school environment. 	<ul style="list-style-type: none"> • Experience of rigging and operating sound and lighting equipment. • Knowledge and experience of contemporary music theatre practice and working creatively within the production process. • Experience working with young people in a busy school environment.
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent planning and organising skills. • Instrumental and/or vocal ability to contribute widely to the co-curricular programme. • Excellent communication skills (with a variety of audiences: pupils, parents, and colleagues), both oral and written. • Demonstrate IT competencies for music teaching and administration. • A strong working knowledge of music technology including live and recorded sound and to create musical arrangements (we use Logic Pro and Sibelius). • Knowledge of ETC Lighting Controls, digital sound desks, Film Editing (e.g. Final Cut), QLab. 	<ul style="list-style-type: none"> • Knowledge of music software (DAWs, notation etc.) • Knowledge of sound technology including mixing desks, microphones, recorded and live sound.

	<ul style="list-style-type: none"> • Knowledge of the operation of technical equipment within a theatre, management of a stage crew and planning and executing the technical aspects of a production. • Knowledge of the care and maintenance of lighting, sound and stage equipment. 	
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Motivation and enthusiasm to work with children and young people. • Initiative, energy, and drive to support a range of performance activities. • Full commitment to the co-curricular life of the department, including concerts, services, and trips. • Collaborative team player with the ability to build effective working relationships. • Enthusiastic, empathetic, and approachable with a passion for music and drama. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to maintain consistency and fairness. 	<ul style="list-style-type: none"> • Commitment to reflective practice and an ability to respond and adapt to feedback. • Ability to adapt to changing circumstances and new ideas with flexibility.