



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	Production Technician
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>Contract Type: Full time, Permanent, available as soon as possible</li> <li>Hours of Work: A total of 36.25 hours per week, the post is variable dependent on events, on a schedule of 5 out of 7 days, with 45 minutes unpaid for lunch</li> <li>Salary: £29,226 per annum</li> <li>Holiday Entitlement: 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December</li> </ul>

<b>ROLE DETAILS</b>	
<b>PURPOSE OF THE ROLE</b>	The Production Technician will support the Production Manager in the efficient organisation and running of all production and technical aspects of school productions, as well as external events across the three schools, in the Tom Fleming Centre, Mar Hall and The Dean
<b>ACCOUNTABILITY</b>	The Production Technician reports to the Production Manager
<b>AUTHORITY</b>	The Production Technician has authority as delegated by the Production Manager
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>Production Manager</li> <li>Staff assigned to school productions</li> </ul>
<b>BUDGET RESPONSIBILITY</b>	N/A

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>The technical duties of this post include the entire spectrum of practical theatre crafts. It includes a variety of art and entertainment forms, conferences, seminars, supporting school events and other such activities as are promoted by or at ESMS in the performance spaces.</li> <li>To realise and implement specific technical requirements and operate lighting, sound and/or A.V for all ESMS productions.</li> <li>To attend rehearsals, fit ups, technical rehearsals, shows and get outs and facilitate as required.</li> <li>To give advice and technical support to all users, including external users of the Tom Fleming Centre, The Mar Hall and The Dean. This will include sound, light, A/V and stage management duties.</li> <li>To support ESMS Senior School Drama Departments with technical requirements essential for SQA practical exams.</li> <li>To maintain all static and loose equipment, ensuring that all aspects of the venues are functioning and available for use</li> </ul>
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<b>PERSON SPECIFICATION</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a technical role in an arts venue.</li> <li>• Up to date knowledge of technical production (e.g., lighting, sound, video, rigging, set construction etc.), or relevant and proven knowledge from equivalent fields.</li> <li>• Experience with sound systems and live mixing orchestras and musicals.</li> <li>• General lighting experience – rigging, addressing, focusing, plotting</li> <li>• Knowledge of Health &amp; Safety legislation, guidance and practical implementation, including generating RA's and method statements.</li> </ul>	
<b>Education/Qualifications</b>		<ul style="list-style-type: none"> <li>• BA (Hons) Technical Arts for Theatre and Performance</li> <li>• NRC Rigging Qualification</li> <li>• IOSH Accreditation</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Sound design</li> <li>• Sound installation and operating.</li> <li>• Excellent knowledge of Qlab</li> <li>• Good knowledge of ETC Ion</li> <li>• Good knowledge of LED lighting including moving fixtures and generic theatre lighting.</li> <li>• Competency in all types of rigging – lighting, sound and A.V</li> <li>• Ability to carry awkward and/or heavy loads.</li> <li>• Working at height and adhering to established safe systems of work.</li> <li>• Excellent interpersonal and communication skills (oral and written)</li> <li>• Experience of building professional relationships with internal and external stakeholders.</li> <li>• Proficient in the full Microsoft Office package, specifically PowerPoint, Word and Excel as well as MacOS</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a Production team.</li> <li>• Experience of working within an educational establishment</li> <li>• IPAF 3a&amp;3b and PAV accreditation</li> <li>• Set construction/basic carpentry</li> <li>• Full UK Driving License</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands.</li> <li>• Independent, self-motivated and organised, with an ability to work as part of a team.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li> <li>• Commitment to the ESMS values</li> <li>• Commitment to continuous professional development</li> </ul>	