

Music Technician Job Description



Job Title: Part Time Music Technician

Responsible to: Head of Music

Grade: 3

Role purpose: To provide part-time technical support for Northgate's performing arts events, concerts and productions, including sound and lighting set-up, operation and pack-down. Supporting the Heads of Music, rehearsals and sound checks, and assisting students with technical aspects are key to this role.

Roles and Responsibilities:

1. Assist with delivery of sound (and where appropriate lighting) for events as required.
2. Set-up equipment as required for events, concerts and the school show.
3. Liaise with Head of Music and the Music Department team prior to events regarding requirements.
4. Operate and manage sound during events and concerts including balance of microphones, DI and any AV requirements.
5. Provide technical support for technical rehearsals and sound checks eg Carol Service rehearsal.
6. Support the Head of Music with sound/lighting provision for the school show
7. Operate lighting for the school show and/or oversee/assist students with operation of lighting.
8. Assist with get-out after events - packing away equipment appropriately.

Health and Safety

1. Ensure that all apparatus, equipment and materials are stored safely in their designated places.
2. Ensure that Health and Safety, risk assessments and departmental procedures are followed.

Miscellaneous

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Where necessary, appropriate training will be given to enable the postholder to undertake new/varied work.

The majority of decisions expected of this post are taken within well established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing stock or equipment and, if appropriate, bring to the attention of the Head of Department.

September 2026