



Appointment of Part-Time Performing Arts Technician

The Aims of the School

Hutchesons' Grammar School aims to provide boys and girls with a broad Scottish education, with the emphasis on academic excellence.

Founded in 1641, Hutchesons' is a famous school which has always been at the forefront of teaching and learning in Scotland. Nowadays, it is a large and dynamic school of great vitality and diversity, where nearly 1400 pupils from primary one right through to sixth year follow a broad curriculum, blending the traditional and the modern. Experienced teachers are one of Hutchesons' greatest strengths, along with the resources they need to do their job to the highest possible standards.

Hutchesons' pupils excel in a wide variety of sports both nationally and internationally, and the quality of performance in music, drama and the arts is equally high. All pupils can follow a structured programme in and out of the classroom which broadens their outlook and helps them develop their interests and enthusiasms. There are many opportunities for involvement in clubs and societies, community work and charity fund-raising, visits and tours both within the UK and abroad, and for the Duke of Edinburgh award scheme.

As individuals, Hutchesons' pupils are encouraged to develop confidence, self-discipline, integrity, courtesy and consideration for others. They are part of a large community of learners, where every individual is important. They learn to be thoughtful, articulate and well-read and to have a clear idea about how they want to live their lives beyond school and university.

Scots have always valued education very highly, and for over three centuries Hutchesons' has sent young men and women out into the world secure in the knowledge that they are part of that tradition.

Hutchesons' prides itself on being an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you have what it takes, we really want to hear from you.

The Role

This is an exciting role within the Performing Arts Department at Huthesons' Grammar School, providing the opportunity to both help design and deliver creative and technical visions for productions, as well as support AV throughout the School. This role will suit an individual with wide-ranging experience in the technical aspects of Music and Theatre Production.

Working across the whole school supporting Performing Arts events, and assisting with the Drama curriculum, extra-curricular programme and activities, the post holder will support activities that are suitable to their personal skills. In addition to practical work, the role will also include some administrative duties.

The nature of the role requires flexibility in relation to evening and weekend working, and these times will form part of the annual overall hours. The contract is based on a 25-hour week, and time off in-lieu will be granted to offset any weeks when the hours exceed 25 eg during a show week.

Key Responsibilities

- Manage and develop the spaces and resources of the Drama Department.
- Maintain and rig the fixed and temporary lighting and sound equipment, to ensuring they comply with relevant British standards and industry good practice.
- Work collaboratively with teaching staff and students to prepare, rehearse and deliver technical effects for all curriculum performances, including National 5, Higher and Advanced Higher qualifications.
- Design and manage the delivery of technical effects for extra-curricular productions, working with external hire companies, freelance staff and contractors as appropriate.
- Assist the Director of Performing Arts in managing budgets relating to productions and curriculum performances, in particular by tracking expenditure on hire and purchase of resources.
- Assist the Director of Performing Arts in assessing and prioritising health and safety relating to the technical aspects of productions and curriculum performances.
- Assist teaching staff with the editing and compilation of video evidence of exam performances, and video recordings of productions, where relevant.
- Ensure that all performance spaces are effectively managed, that all issues of maintenance or repair are dealt with promptly via the Estates department and that they are fit for use at all times
- Ensure the theatre and studio spaces are tidy with costumes, props etc. safely stored
- Keep up to date with, and advise on, all health and safety requirements

Responsibilities may evolve over time and there are likely to be occasions when the role involves support of key whole school events, eg by working alongside the IT, Estates and Marketing Departments to deliver AV solutions.

All staff are actively involved in the extra-curricular life of the school, and we encourage staff to share their passions with our pupils. It is likely that the successful candidate in this role would support our Performing Arts extra-curricular programme by sharing their passion for the technical side of theatre with our pupils.

PERSON SPECIFICATION

Essential

- An existing competency in theatrical lighting and sound.
- An understanding and appreciation of safeguarding and health and safety protocols.
- An interest in extending and developing professional knowledge and skillset.
- Strong ICT skills.
- Demonstrate good written and verbal communication skills, and the ability to work as part of a team or independently;
- Ability to manage own work independently.
- Excellent communication skills with ability to establish rapport with pupils, parents and colleagues.
- Display an ability to use initiative and take responsibility;
- A flexible and enthusiastic approach to work.
- A willingness to engage in the whole life of the School.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Attend and support occasional Sunday rehearsals at allocated times.

Desirable

- Set construction skills.
- The ability to problem solve and be creative regarding equipment to maximise its uses.
- Experience of working with children of school age.
- Relevant qualification in specialist field.
- First Aid qualification, or willingness to obtain.