



HRUC
HARROW, RICHMOND & UXBRIDGE COLLEGES

**JOB DESCRIPTION &
CANDIDATE SPECIFICATION**

POST	Theatre Production Facilitator
CURRICULUM AREA	Creative Arts
CAMPUS	Richmond upon Thames College
SALARY	£13,543.44 - £14,743.79 per annum inclusive of LW dependent on qualifications and experience (pro-rata for part time contracts) Scale 5
HOURS	21 hours per week (3 days per week) Term-time based 42 weeks per year
RESPONSIBLE TO	Head of School- Creative Arts

MAIN DUTIES AND RESPONSIBILITIES

The post holder will contribute to the following areas:

- Technical support for students and staff for lessons, workshops and performances.
- Upkeep and maintenance of all theatre equipment and associated resources, for the Theatre and Dance areas.
- Instruction of students and staff in use of technical equipment and software.
- Management of use of facilities by external bodies and related income.
- Management and organisation of some elements of timetabling and student use of facilities.
- Advising on technical developments and requirements within the area.
- Technical support for outside agencies/Performance Companies using the Theatre and Dance Studios.

Technical Support:

- Provide support as required in the Theatre and Dance Studios for external performances and the day-to-day teaching of students where technical resources are required.
- Provide technical support and advice to students and staff in all performance aspects.
- Liaise with and provide technical support for visiting companies and other external users of the Performing Arts facilities.

Maintenance:

- Regularly maintain to a high standard all equipment and spaces belonging to the area.
- Ensure all equipment and spaces meet the necessary standards for Health and Safety requirements.
- Ensure correct usage and safe keeping of all equipment and resources.

Teaching Support:

- Instruct students in technical elements of their course on Level One, Two and Three Performing Arts programmes
- Contribute to the organisation, monitoring and assessment of project work.
- Assist in the development of learning strategies relevant to the curriculum and College aims.

General:

- Develop and monitor technical specification data and information for the Performing Arts area.

- Provide advice on technical resource needs in order to facilitate and maximise student learning opportunities.
- Advise and support teaching staff on technical areas as required.
- Attend staff development sessions as required.
- Undertake personal and professional development through relevant training opportunities.
- Assist in the organisation of external trips for students as appropriate.
- To take an active part in the appraisal and mentoring processes.
- To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
- To comply with and actively promote within their section the College's Equal Opportunities Policy and Safeguarding Policy.
- To participate in and contribute to the College's in-service and training activities

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

➤ **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

➤ **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the College

➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

PERSON SPECIFICATION

	Essential	Desirable	How Assessed?*
Qualifications			
<ul style="list-style-type: none"> A relevant qualification (or extensive training and experience within the industry) 	✓		Cert/AF
<ul style="list-style-type: none"> A degree in the relevant subject area 		✓	Cert/AF
<ul style="list-style-type: none"> A First Aid at Work qualification, or be willing to undertake training and become a nominated First Aider 	✓		Cert/AF/IV
Knowledge, Skills and Experience			
<ul style="list-style-type: none"> Up-to-date working knowledge of theatre lighting, stage management and sound, including rigging and operating lighting and sound for performances at industry level 	✓		AF/IV
<ul style="list-style-type: none"> Working knowledge of Allen & Heath QU-24 and FLXS48 audio and lighting desks 		✓	IV/T
<ul style="list-style-type: none"> Working knowledge or experience of set-building and prop making, including safe use of tools and carpentry skills 	✓		AF/IV
<ul style="list-style-type: none"> Knowledge and awareness of current industrial practice and developments within the area 	✓		AF/IV
<ul style="list-style-type: none"> Up to date working knowledge of music technology, recording techniques and current software version of Logic Pro X 	✓		IV/T
<ul style="list-style-type: none"> Experience of instrument maintenance and repair 		✓	AF/IV
<ul style="list-style-type: none"> Good communication skills, written and verbal 	✓		AF/IV
<ul style="list-style-type: none"> Good organisational skills 	✓		AF/IV
<ul style="list-style-type: none"> Ability to build effective working relationships with post-16 students 	✓		AF/IV
<ul style="list-style-type: none"> Good literacy and numeracy skills 	✓		AF/T
<ul style="list-style-type: none"> Understanding of the importance of Equality and Diversity and Safeguarding in education 	✓		AF/IV
<ul style="list-style-type: none"> Understanding of Health and Safety issues and their importance 	✓		AF/IV
<ul style="list-style-type: none"> Full UK Driving license 		✓	AF/IV
Personal Attributes			
<ul style="list-style-type: none"> Ability and willingness to work flexibly including some evenings and weekends if required 	✓		AF/IV
<ul style="list-style-type: none"> Ability to work on own initiative 	✓		AF/IV
<ul style="list-style-type: none"> A positive and forward thinking approach 	✓		AF/IV
<ul style="list-style-type: none"> Ability to work effectively as part of a team 	✓		AF/IV
<p>Competencies</p> <p>Support staff should be able to demonstrate competency in all of the following areas:</p> <p>Communication; Planning and Organising; Working Together; Customer Service; Adaptability/Flexibility</p>			AF/IV

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table above.

The methods by which each of the selection criteria are expected to be assessed are identified in the table.

AF = Application Form IV = Interview PE = Practical Exercise(s) T=Test Cert= Certificate

CONDITIONS OF SERVICE

The leave entitlement for teaching staff is 25 annual leave days, up to 3 closure days plus Bank and Public holidays normally observed in England and Wales (pro-rata for part time staff). Other conditions of service are governed by local College agreements, policies and procedures, which are subject to change following consultations with staff and trade unions.

The appointment will be subject to satisfactory references and completion of a probationary period as well as medical clearance, an enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications. All of the above checks must have been completed before the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a 6 month probationary period.