



POST	Theatre Production Facilitator
DEPARTMENT	Performing Arts, Visual Arts and Media
SALARY	£22,632- £24,654 per annum (Grade 5)
HOURS	36 hours per week
RESPONSIBLE TO	Head of School - Performing Arts, Visual Arts and Media

THE DEPARTMENT

The Department of Visual and Performing Arts offers a thriving range of both A Level and vocational specialist courses from Level 1 to 5, enabling excellent progression route opportunities for learners either to Higher Education, Apprenticeships or employment.

JOB PURPOSE

The Facilitator will work primarily to Vocational Performing Arts Music and Media sections and will support other areas of the Department as appropriate, e.g. exhibitions, performances or when generic technical support is needed at busy points during the academic year. This will be coordinated by the Head of School.

This role requires some flexibility with working hours, dependant on the operational need of the students, such as, but not limited to, evening performances.

MAIN DUTIES AND RESPONSIBILITIES

- To provide technical support primarily for Performing Arts.
- To prepare accommodation / performance areas as required specifically, lighting, sound set construction, prop making and wardrobe.
- To facilitate projects with respective courses, liaising as appropriate with the Head of School and teaching staff. Facilitating workshops on a weekly basis and keeping a record of all workshop bookings, signing in records to be kept as auditable evidence of student attendance
- To support teams in the management and collection of coursework at key points during the academic year including moderation visits and assessment deadlines.
- To maintain high standards of Health and Safety for staff and students at all times, to include the completion and updating of risk assessments
- To prepare materials and equipment as appropriate prior to the commencement of classes
- To issue equipment, tools and materials to students and staff and keep accurate records
- To assist in the ordering of equipment and consumables and maintain a record of assets
- To support teams in the management and collection of coursework at key points during the academic year
- To attend section, team and college meetings as appropriate
- To support teaching staff and managers in the setting up of exhibitions and performances
- To provide cross college support at times during the academic year if deemed appropriate, this will be co-ordinated and approved via the Head of School
- To show commitment to professional development and to keep up to date with developments within the specialist field

GENERAL DUTIES

- To participate fully in Staff Review according to the College requirements and undertake training as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in some cross college activity and work flexibly e.g. enrolment procedures, and open events which may require additional hours including evenings and possibly weekends. This will be coordinated and approved by the Curriculum Manager
- To undertake any other duties commensurate with your level of responsibility as may be required by the Senior Leadership Team or a member of the College Leadership Team, in order to ensure the efficient functioning of the College.

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

CANDIDATE SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

	ESSENTIAL	DESIRABLE	TESTED BY
1. A degree or equivalent recognised qualification in the relevant specialist arts field		✓	A
2. Relevant experience of working in theatre production demonstrations	✓		A/I
3. Experience of managing theatre facilities	✓		A/I
4. Experience of running projects with 16-19 students	✓		A/I
5. Ability to respond to the challenge of a varied workload	✓		I
6. Ability to manage tasks and time efficiently, to be well organised and keep clear and accurate records		✓	I
7. Willing to learn new skills and cope with change		✓	I
8. Ability to work effectively as part of a team		✓	I
9. Willingness to take on general technician duties as directed	✓		I
10. Good communication skills	✓		I
11. Clear understanding of Health and Safety practices	✓		A/I
12. Demonstrate an understanding of and commitment to the principles of equality and diversity	✓		I
13. Demonstrate a commitment to the safeguarding of children and vulnerable adults	✓		I

CONDITIONS OF SERVICE

Annual leave entitlement is 29 days per year, rising to 32 days per year after 5 years' service, plus 3 days for planned closures of the College, and Bank/Public holidays normally observed in England and Wales.

The appointment will be subject to suitable references, medical clearance, 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 six month probationary period.

This job description/candidate specification is subject to periodic review.