

## BALCARRAS SCHOOL JOB DESCRIPTION

<b>JOB TITLE:</b>	Performing Arts Apprentice (Level 3 Junior Content Producer Qualification)
<b>SALARY:</b>	£153.55 per week (paid over 52 weeks per year)
<b>HOURS:</b>	37 Hours per week, 8.30am – 4pm (flexibility is required)
<b>TRAINING:</b>	Workplace training plus attendance at college one day a week
<b>RESPONSIBLE TO:</b>	Head of Drama

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### GENERAL INFORMATION

#### MAIN DUTIES AND RESPONSIBILITIES:

- Providing technical support for all school performance events, including studio and theatre work, concerts, practical exams, lessons, and occasional assemblies.
- To maintain and repair drama and music technical equipment – Some training will be available.
- To lead/advise/assist student technical crews.
- Photography and preparation of images for the website
- Producing recordings of performances
- Experience of video making, and editing would be desirable

#### PERSONAL AND PROFESSIONAL REQUIREMENTS

- Ability to work on own initiative.
- Ability to work smoothly and harmoniously with other members of staff.
- Ability to work under pressure and remain cheerful and composed.
- Ability to deal competently and diplomatically with requests.
- GCSE Maths and English A-C or equivalent qualifications
- DBS Check
- Technical aptitude
- Willingness to work flexible hours
- Friendly, patient attitude
- Good people skills

#### PRINCIPAL CONTACTS:

All levels of teaching and support staff, pupils, parents, governors, contractors, and external bodies.

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This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Closing Date for applications: **Monday 27<sup>th</sup> June by 9am**