



MEDIA & PERFORMING ARTS (MPA) TECHNICIAN

Permanent and Part-Time

Required to start ASAP

We are seeking to appoint a suitably qualified, committed and enthusiastic Media and Performing Arts Technician to join the Media and Performing Arts (MPA) Technician Team. The successful candidate will be managed by the MPA Technician Manager and be joining a vibrant college community which is open, friendly, and supportive. As a college, we are ambitious for our students, and we are seeking to appoint staff who can bring the right blend of skill, flexibility, commitment and energy.

Contract details:

- **Permanent, 42 weeks per year (Term Time Only plus 16 days to be worked in the holidays)**
- **18.5 hours per week - Monday to Friday (between 8am and 4pm, flexible)**
- **The pro-rata salary is £11,918 per annum (based on Grade 4, spine point 11 in the Support Staff Pay Spine for which full-time salary is £26,097 per annum).**
- **5.5 weeks holiday pay** included in pro rata salary
- **Salary will increase annually within Grade 4 over 4 years.**
- **Local Government Pension scheme** <http://www.eastsussexpensionfund.org>

Media and Performing Arts Technician Team

The MPA technician team are friendly and creative. They support and encourage each other to achieve high standards and the best possible outcomes for the people they work with. The team works with staff and students from a range of courses in the Media and Film, and the Performing Arts Departments. The successful candidate will be involved in supporting the practical work of students taking subjects within these areas, with **a focus on Performing Arts**. Responsibilities will include liaising with students and teachers to determine their technical requirements, editing and compiling music, sound effects and video for performances and setting up and operating lighting and sound systems for rehearsals and performances, both during the College day and evenings where required. The technician will also be required to perform general day to day technical support to classes as required and to assist other members of the MPA Technician team where necessary, during activities such as Music concerts and showcase events.

Please note that due to the nature of this role, flexibility with regards to working pattern is required. If there are specific days and times that you would not be available, then please let us know in the covering letter.



HOW TO APPLY

For details of how to submit your application, please visit our website - [working for us](#).

1. **Please complete Parts 1 and 2 of the job application which can be found on our website.**
2. **Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.** Please note that applicants will be shortlisted on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.
3. **Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).
4. **Your personal statement should specifically address the criteria which have been highlighted in orange** in the person specification, as candidates will be shortlisted on the basis of these particular criteria. Please see below in the Person specification section.

Deadline for applications: 9am on Wednesday 5 February 2025

Interview Date: Wednesday 12 February 2025

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



JOB DESCRIPTION

MAIN RESPONSIBILITIES:

The technician will be primarily responsible for supporting the practical work in Media & Performing Arts, with a primary focus on the Performing Arts courses and working with the other MPA Technicians when required.

SPECIAL CONDITIONS:

Although most work is within the normal College working day, the post involves a requirement to support student practical work in late afternoon, twilight and evening sessions (including some weekends).

Candidates are requested to indicate their availability to work throughout the week upon application.

SPECIFIC DUTIES:

1. Practical support for staff and students in all Performing Arts disciplines during class work, small performances (some off-site), rehearsals, examinations and shows
2. Some evening/weekend technical support of student productions and practical work, with prior notice given (currently around 25 evenings, up to 5 of which are at the weekend)
3. Support students and staff with technical aspects of their work, assisting teachers through 1:1 or group demonstrations and advice
4. Manage the technical aspects of productions and practical work.
5. Maintain resource levels and troubleshoot technical problems to ensure learning areas are suitably equipped for each session and the equipment is ready for use, is safe and functional
6. Assist with set construction, creative design and rigging of theatre lighting and sound.
7. Produce and maintain technical documentation and online guide material for staff and students
8. Liaise with technical suppliers to arrange equipment hires and piano tuning etc and order materials and resources, check deliveries and maintain an accurate inventory
9. Keep working areas clean, clear and safe and assist in the maintenance of the Health & Safety aspects of the area; including risk assessments, information sheets and notices, practical advice sheets, accident and incident records etc and offer advice to staff and students on Health & Safety matters when necessary
10. Work together with the other MPA Technicians to help with the setup and running of shared projects
11. Be able to use multi-media and music software such as Adobe Creative Cloud Suite and Apple Logic Pro and support staff and students with this software when necessary.
12. Other duties of a technical nature related to work in this area, or work in other areas of the college, including assisting other MPA technicians when required

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



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PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes.

Please ONLY address the criteria 2, 3, 4, 5, 8, 10 and 13 (highlighted in orange) in your supporting statement.

Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.

	Essential	Desirable	Method of assessment
Education and experience			
1. EITHER: Educated to GCE A level with a good working knowledge of, sound/recording and stage lighting equipment, gained by working at least 6 months in a practical performing arts environment OR: At least two years relevant experience working in a practical performing arts/media environment	✓		Application/ Reference/ Certificates
Skills in the following areas			
2. Design and use of stage lighting (including ETC Eos lighting consoles/software), and other Performing Arts related technology.	✓		Application / Interview
3. Repairs and adaptations of sound and lighting equipment with practical craft skills and the ability to build small sets	✓		Application / Interview / Assessment
4. Use of analogue and digital audio equipment with both live recording and mixing as well as multitracking projects	✓		Application / Interview / Assessment
5. Use of music software such as Apple Logic Pro and Adobe Audition for both recording and editing purposes	✓		Application / Interview / Assessment
6. Competent in the use of IT software and hardware – experience in the use of Microsoft Office applications, with basic trouble shooting skills	✓		Application / Interview / Assessment
7. Organising materials, equipment, resources.	✓		Application / Interview
Knowledge and experience and ability to:			
8. Contribute to and work effectively within a team environment.	✓		Application / Interview
9. Communicate effectively in 1:1 or small group situations in order to explain a technique or concept.	✓		Application / Interview
10. Prioritise and organise time effectively, working positively in response to a high workload (including project management) and requests made at short notice	✓		Application/ Interview
11. Work independently at times and to use initiative in dealing with requests.	✓		Application / Interview
12. Work flexibly with the availability to work late afternoons and evenings (some at weekend) to support rehearsals and performances when required.	✓		Application / Interview



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13. An understanding of the principles of Health and Safety in a Media, Film and Performing Arts environment, working safely with ladders and manually lift and handle reasonably heavy objects and materials (P.A, Lights etc.) and an understanding of fire safety practices.	✓		Application / Interview / Assessment
Other			
13. Willingness and ability to undertake training needed in order to fulfil the changing requirements of the job.	✓		Application / Interview
14. An understanding of and commitment to the values given in the BHASVIC Code of Conduct, the BHASVIC Equality and Diversity Policy and the Race Equality policy.	✓		Application / Interview
15. An understanding of Safeguarding and a commitment to create a safe learning environment.	✓		Application/ Interview
Desirable			
16. Certification in aspects of the work (lighting, health & safety etc).		✓	Interview/ Certificates
17. Previous experience as a technician in an educational environment. (This is not an essential pre-requisite but we do expect an interest in education and empathy with young people studying performing arts courses at sixth form level).		✓	Application / Interview/ Certificates
18. Knowledge of audio visual hardware including digital cameras, portable digital audio recorders and portable lighting		✓	Application / Interview
19 Creative use of digital editing systems and multi-media software such as Adobe Premiere, InDesign & Photoshop		✓	Application / Interview