

# MAYVILLE HIGH SCHOOL

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Headteacher  
Mrs R Parkyn  
MA (Oxon) MA PGCE MCIL

## Creative Arts Technician

**Start date: immediate.**

**No closing date – applications considered on receipt.**

Mayville High School highly values the Creative Arts as part of the curriculum. We have an exciting opportunity for a Technician to join our Creative Arts team, providing technical and practical support. You will need secure knowledge of sound and lighting equipment and the requirements of theatrical productions. Some evening and weekend work will be required for productions and events.

### Key responsibilities in the curriculum area:

- Technical Stage Manager - provide technical support for all school productions, assemblies and events.
- Set up and operate lighting, sound and multimedia equipment.
- Set up and stage manage performance/ event spaces.
- Maintain all theatre equipment, sound and lighting, ready for use.
- Rigging all sound and lighting equipment (working at height).
- Building scenery and props for all productions.
- Development of performance areas and equipment
- Organising and cleaning drama cupboards in LOH.
- Organising and keeping inventories for the Costume Room
- Provide technical support to staff using LOH and performance spaces.
- Assisting the Site Manager with maintaining and running LOH - rigging and derigging concertina seating.
- Supporting all departments within Creative Arts, supporting staff and pupils.
- Assist HOD during productions to ensure smooth running of rehearsals and production meetings.
- Assist with LAMDA examinations administration and support all examination days that take place at our private centre.
- Assist staff and pupils with sound recording, filming, editing and production of work for CA subjects for assessment.
- Providing Video and Music editing support for the school.
- Run a Technical Theatre after school club for pupils and teach technical stage management workshops where required.
- Staffing school trips for Creative Arts e.g. Dance Live! and ISA Competitions.
- Conduct regular checks of theatre technical equipment - ensuring all legal and safety requirements met regarding equipment.

- Conduct regular checks of arts equipment in collaboration with relevant subject staff.
- Work within set budgets.
- Identify any training requirements of staff in the department and ensure relevant staff have required knowledge during productions and events.
- Production Manager / Technical adviser / representative for all external productions at venues such as Portsmouth Guildhall, New Theatre Royal, Kings Theatre and St Simon's Church.
- Liaising with external companies and hire companies.
- DT Technician
  - Supporting GCSE Students with practical work
  - Assisting maintenance of DT room and all tools used by pupils and staff
  - Assisting with ordering and collect materials
  - Assisting with inventory of equipment
- Music Technician
  - Supporting GCSE Students with practical compositions
  - Live recordings
  - Technical support with music studio equipment

#### **General Responsibilities:**

- Supporting IT Technician when necessary.
- Supporting Site Manager when necessary including assisting with Fire Alarm drills and call point testing.
- Ensure adherence to school policies and procedures regarding safeguarding and the welfare of pupils.
- To ensure the application of all school policies and procedures.
- To be responsible for Health and Safety within own areas of responsibility.
- Attend training as required.

The above job description outlines key responsibilities.  
It is not exhaustive and the tasks outlined can change.

#### **Contract:**

Full time 8:30-16:00 - term time only (some evenings and weekends required for productions and events, one day a week 5pm finish)

Salary dependent on experience