JOB DESCRIPTION

<table>
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<tr>
<th>JOB TITLE</th>
<th>ARTS FACULTY TECHNICAL EXECUTIVE II (DRAMA)</th>
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<td>REPORTS TO THROUGH</td>
<td>Head of Faculty – Arts (Senior School)</td>
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<td>Assistant Head of Faculty (Drama)</td>
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<td>JOB PURPOSE</td>
<td>The primary responsibility will be to provide support for the Drama department’s curricular and co-curricular activities. There is also a supporting role, for a variety of activities and events, as parts of the Arts Faculty team.</td>
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<td>Drama Responsibilities: responsibilities will include administrative support, alongside the usual jobs involved in stage management, i.e. maintaining and operating the theatre lighting and sound equipment in the studios for curriculum drama lessons as well as a range of performances including examination assessments, studio productions and events in these spaces.</td>
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<td>In addition to a range of school-based events and productions, the department also takes students on a number of trips and activities, locally and internationally. Administrative, logistic and creative support will be necessary for these events.</td>
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Tanglin Trust School is committed to the protection and safety of its students. The successful candidate will be expected to embrace this commitment and will be responsible for safeguarding and promoting the welfare of children.

KEY RESPONSIBILITIES

1. Faculty Support Role
   - To support the Teaching & Learning, events, activities and development of facilities/resources of the Senior School Arts Faculty, as a member of the Arts Faculty Technical team under the leadership of the Head of Faculty, Assistant Head of Faculty, Arts Faculty Lead Executive; and
   - To support other activities and events (e.g. Junior/whole school) as deemed necessary and reasonable by the Head of Faculty/or Faculty Lead Technical Executive.

2. Drama Department
   a) Curriculum Responsibilities
      - To organise and coordinate props, set and teaching materials required for curriculum drama;
      - To observe, contribute to and support lessons as and when required;
      - To ensure that teaching spaces are ready for first lessons at the start of each day, and returned to normal at the end of each day; and
      - To understand the assessment requirements for the different drama courses taught at Tanglin.
b) Production/Event Responsibilities - General
- Cross support within faculty productions and events;
- Work with students and teachers in areas of production;
- Take the lead with project managing – identifying needs and approaching colleagues with questions or instructions;
- Keep a written record of tasks set and progress made
- To outsource & liaise with external vendors for props, costumes, set and auxiliary technical equipment where necessary; and
- Facilitate works from external vendor.

c) Stage Management Responsibilities
- To take on the role of production manager on a rota basis, ensuring production schedules are created, implemented and adapted where appropriate, and that rehearsal spaces are booked;
- To be present at rehearsals to record and act upon needs and requests, particularly in terms of props, scenery, lighting, sound and other technical departments, with a view to distributing information to other staff where appropriate;
- To take the lead in the creation and/or sourcing of props and scenic items;
- To record basic blocking information and cue points in ‘the book’;
- To ensure that rehearsals are furnished with floor markings, furniture, props and/or substitute props as required, and that such items are tidied away at the end of rehearsal; and
- To act as stage manager, assistant stage manager or deputy stage manager where necessary, for rehearsals, technical rehearsals and/or performances.

d) Lighting
- Operating and programming computerised lighting boards for drama events and curricular sessions;
- Design: working with drama staff to design and rig a range of lighting states for curricular & co-curricular projects; ability to draft a lighting plan, focus sheet and cue list;
- Ability to rig and focus in a timely fashion;
- Maintenance and Resource: managing lanterns, dimmer packs & lighting boards [ordering lamps, connectors, cabling, gels, accessories etc], managing technical area & maintaining safe environments within the studios (dressing cables, gel inventory, accessories, maintaining a technical equipment audit etc);
- Contributing to the development of the technical provision in all 3 spaces; and
- Training students and staff when appropriate.

e) Sound
- Maintaining and operating the studio sound systems for curricular & co-curricular work;
- Managing storage and teaching resources for studios;
- Collaborating with staff and students to produce an appropriate sound design for any lesson or performance event as necessary; and
- Ability to lead the acquisition, retrieval and production of sound tracks for performances, including editing and processing where necessary.

f) Administrative Support
- To maintain and/or coordinate the administrative responsibilities within the department, pertaining to both curricular and co-curricular activities;
- To liaise with various departments in the school on behalf of the department;
- To manage, in liaison with other members of the department, the room and resource booking systems.
- Co-ordinate the setting-up and adaptation o the PA systems as Drama department needs dictate, and to ensure fixed PA systems n the drama department spaces are maintained;
- To program and use sound cueing software (e.g. QLab); and
- To produce the necessary paperwork for the smooth implementation and running of sound in a performance (e.g. cue sheet).

g) Video & Camera
- Filming department productions, performance examinations and assessments, processing of video, archiving rehearsals & performances with camera shots and
- Administrative requirements related to exam recordings.

h) ICT Skills
- Video archiving, digitising video and editing skills;
- MS Office, Google Docs, QLab (or similar), CAD software use and personal professional development;
- Managing a video archive including photographs, videos and programs;
- Supporting students’ digital portfolios;
- Work with multi-media performance styles (e.g. projections); and
- Supporting the development of digital resources e.g. use of Interactive Whiteboard.

i) Communication
- Demonstrate effective interpersonal skills with students, teachers and parents; and
- Liaise with other members of the Drama Department, the AV Department and the Arts Faculty to ensure smooth co-ordination of tasks – by initiating discussions to promote progress.

j) General
- Have a commitment to punctual timekeeping and good attendance;
- Demonstrate a positive attitude to colleagues, parents and children;
- Maintain a standard of personal image in keeping with the role;
- Work in areas of the school in other job-related tasks as circumstances require;
- Operate within the policies of the School; and
- On an annual basis complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional Development opportunities.

k) Personal Attributes
- Build a positive working relationship with the teachers and students.
- Be an excellent role model for students.
- Enjoy working creatively with young people.
- Actively share their passion of theatre.
- Have excellent ensemble skills.
- Be supportive and loyal to the ethos of Tanglin Trust School within the wider community.