



Job Description & Person Specification

Job Title:	PAC AV Technician (Commercial)
Location:	Hinchingsbrooke School
Reports to:	Commercial Lettings Manager

Employment Duties

Carry out the duties contained within this job description in a professional and supportive manner, and work towards the school's agreed aims.

The Commercial Lettings Manager may vary the duties to meet changing circumstances in a manner compatible with the post.

Primary Purpose of Role

- To support the safe, efficient, and effective delivery of stage, electrics, lighting, and sound requirements for all commercial PAC events ensuring compliance with Health and Safety and relevant legislation.
- To be passionate about hosting clients in the PAC
- To undertake any roles deemed reasonably necessary to ensure the events we host are a success

Main Responsibilities

Key Tasks

- Assist the Commercial Lettings Manager in providing technical support, including but not limited to Lighting and Sound, to meet the needs of the venue's customers
- Prepare audio, video, and image files supplied by the client for their event.
- To prepare, program, and operate lighting, sound, and technical equipment as directed by clients, while on shift
- To support the fit-ups, get-ins, show operations, strikes, and get-outs, for all types of commercial rehearsals and productions in the PAC
- To set up and dismantle staging and any additional seating requirements for events in the venue
- To seat customers for ticketed events as part of the Front of House team
- To close and secure the venue and access gates to the school, when the last person on site



<ul style="list-style-type: none"> To undertake any additional duties deemed necessary by the event acting Duty Manager to ensure our customers are best supported
Appraisal or review of performance
<ul style="list-style-type: none"> To participate in the current arrangements for the appraisal or review of annual performance in line with the Trust policy for Performance Management Appraisal for Support Staff.
Liaison
<ul style="list-style-type: none"> Work closely with colleagues, and other stakeholders to deliver a vibrant and customer-focused program of commercial events.
Review, induction, further training and development
<ul style="list-style-type: none"> To keep up to date with new technologies and Health and Safety procedures in order to contribute towards future development To undertake training, courses, and qualifications appropriate to the duties and responsibilities of the post.
Safeguarding & Compliance
<ul style="list-style-type: none"> To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education.
Health & Safety
<ul style="list-style-type: none"> Equal Opportunities - The postholder is required to carry out the duties in accordance with the Trust's Equal Opportunities policy. Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policy and Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons. Welfare of young people - All Trust staff have a responsibility to safeguard and promote welfare of children and young people within the Trust.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed.....(PAC AV Techician)

Signed.....(Commercial Lettings Manager)

Date.....

ACES Academies Trust is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



Hinchingsbrooke School Person Specification: PAC AV Technician

Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
A technical theatre qualification or evidence knowledge from working in a technical theatre department	Desirable
Educated to GCSE level (A-C/4-9 in English and Maths) or equivalent or NVQ 2	Desirable
An understanding of Data Protection and Health and Safety legislation and procedures within technical theatre	Desirable
SKILLS, KNOWLEDGE AND EXPERIENCE	
Experience of working in a performing arts venue or equivalent	Desirable
Technical theatre skills, knowledge, and experience	Desirable
Strong and proven analytical skills including problem-solving abilities	Desirable
Good knowledge and experience of Theatre lighting systems	Desirable
Good knowledge and experience of Visual programming systems	Desirable
Good knowledge and experience of Live Sound production	Desirable
Strong information and communication technology (ICT) skills	Desirable
Experience and knowledge of working with Apple Mac systems	Desirable
Ability to pay attention to detail and accuracy	Desirable
Ability to work pro-actively within the team and inter-departments	Desirable
PROFESSIONAL COMPETENCE	
Good with people, including those who are not natural with technology – relates well to children and adults	Essential
Ability to work flexibly	Essential
High level of personal standards and determination and ability to stay calm under pressure	Essential
High expectations of self and others	Essential
Ability to problem solve	Essential
Willingness to continue learning	Essential
Organised and able to plan workflows that lead to customer satisfaction	Essential
Ability to monitor, evaluate and report succinctly	Essential
Ability to be diplomatic and tactful	Essential
High degree of discretion in dealing with confidential information	Essential
Possession of Integrity	Essential
Willingness to commit to values and principles expressed by ACES Academies Trust and to work flexibly when required	Essential

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