

Performing Arts and Music Technician

Ballard School

Ballard is an award-winning independent co-educational, day School for pupils from Nursery (2 years) to GCSE (Year 11). Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, by winning their Co-educational School of the Year Award 2024. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association's Award for Fine Arts and Design and the MTI Award in Musical Theatre Provision, for the Music and Drama Education Awards 2025. Situated on the edge of New Milton and close to both the New Forest and the sea, set within a wonderful 34-acre site the school has around 440 pupils. We are a family School which offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Job Description

Overview

The Performing Arts and Music Technician, working closely with the Director of Music and the Deputy Head Co-Curricular and Operations, assists with the planning and delivery of the technical aspects of productions and concerts, examined performances, and one-off events. As well as maintaining facilities and equipment in the Performing Arts Centre (PAC), Music Department and Dance Studio, some work will also be dedicated to preparing rooms and outdoor spaces for rehearsals, gigs, festivals and recording sessions.

The PAC is appointed with a FLX lighting Desk, Yamaha TF5 mixing desk and an iMac running Logic Pro X. It has a good size lighting rig, projector, audio capability, hearing loop and has tiered seating for up to 200 people. The Music Department and Dance Studio have a wide selection of pro AV equipment and an iMac suite.

The Performing Arts and Music Technician is expected to maintain a safe and inspiring learning environment, ensuring compliance with all associated legislation.

The hours are 20-25 hours per week (flexitime), term-time only including some evenings and weekends.

To report to and work under the overall direction of the Director of Music and in close liaison with the Deputy Head Co-Curricular and Operations.

General Duties

- Technical assistance for all school productions including lighting and sound design, technical operation of sound and lights to include rigging, installation, positioning and focus.
- Maintenance of AV equipment for all performances throughout the year.
- Providing technical support to staff, visiting theatre companies, guest speakers, 3rd party hire and by arrangement with the Director of Music and Deputy Head Co-Curricular and Operations.
- Setting up in advance of all examined performances and providing in class support as necessary for Drama, Dance and Music (recording and cataloguing media where required).
- Regular checks and termly audits of the Performing Arts spaces, facilities and equipment ensuring the effective use of resources and legal compliance.
- Ensuring Health and Safety checks and measures are always adhered to and checking safety of practical areas for both daytime teaching and evening events.

- To ensure all PA areas are clean and tidy (as appropriate) in line with Health and Safety requirements.
- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be various other duties and requirements associated with the job, in addition, as a term of your employment.
- You may be required to be the point of contact for the public, hirers, contractors, staff, pupils and parents, regarding the PA facilities, once the parameters of events have been established.
- You must be physically fit, encompassing the ability to bend, stretch, lean, reach, and carry heavy and awkward items.
- Ensure the building is locked up and secured when required.
- Attending all appropriate training in line with current legislation.

Liaison/Communications

- When requested, liaising with external suppliers and contractors to hire suitable equipment for productions.
- Internal liaison between Performing Arts teaching staff, IT and other sections of the school to ensure technical requirements are met (e.g. assemblies) and to liaise on bookings and diary commitments with the appropriate staff.
- Liaison with the Director of Facilities and staff team to ensure all health and safety matters are dealt with.

Resources and Budget

- Undertake a termly inventory of the Performing Arts (Music Department, Dance Studio, PAC).
- To ensure that all PA equipment meets the appropriate health and safety standards and is fit for purpose. (PAT testing certificate of benefit but not required).
- To monitor changes and developments with technology and ensure that equipment is up to date, suggesting possible replacement equipment when necessary for review.
- To regularly check all the paperwork for the PA spaces is up to date (e.g. Terms of use and legal compliance).

Professional Development

- Attending relevant courses to assist in the running of performance spaces and studios (fire safety, licensing laws, H&S).
- Ensuring health and safety training is up to date and to pursue technical skills development where deemed necessary and beneficial to the role (e.g. PASMA).

Supporting the School

- Adhere to all School policies.
- Be aware of School procedures.
- Attend relevant in-service training.
- Ensure all matters concerning pupils, other staff and the school remain confidential.
- Promote the safety and welfare of pupils at all times.
- Any other appropriate tasks as ultimately directed by the headmaster.

Person Specification

Ideally educated to Diploma or Degree Level in Theatre Technology & Design or closely related qualification, or previous experience of work in a performing arts environment and an understanding of theatre in an educational setting. You will be:

- Able to communicate and promote Ballard's vision and values to staff, pupils, parents and partners.
- Able to work bespoke hours as needed (flexibility).
- Interested in the education sector, contribute to whole school events with a supportive and empathetic approach to pupils.
- Enthusiastic and committed to the post with the ability to motivate and enthuse others.
- Committed to the safeguarding and welfare of pupils.
- Able to work effectively as part of a team but also work using your own initiative.

- An excellent communicator, with strong IT and organisational skills.
- Good at solving problems and thrive on finding solutions.
- Someone who has an excellent attention to detail and accuracy.
- Confident at using industry standard sound and lighting consoles and associated software.
- Calm under pressure and able to handle unexpected situations professionally, prioritise tasks and meet deadlines.
- Able to work at height and use access equipment (training can be provided).

Working Hours and Rate of Pay

- This is a term-time only role, 20-25 hours per week (flexitime) including some evening and weekend work, but flexibility is a key requirement.
- Term-time only represents 35.4 working weeks per year, including for all INSET days, which currently equate to six days per year. In addition, you will be paid 5.6 weeks holiday (including all public and bank holidays) pro-rated. In addition, there is our Celebration Open Morning on a Saturday in June to be contractually worked.
- Salary: £15 per hour.
- Defined contribution pension scheme.
- Staff are welcome to have school lunch and refreshments in term-time and parking is available on site.

Applications

How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Deputy Head Co-Curricular and Operations, to recruitment@ballardschool.co.uk.

Application deadline: 9.00am Friday 17th October 2025

Interviews: w/c 20th October 2025 (flexible by mutual agreement)

Start Date: As soon as possible

Shortlisted applicants will be invited to the school for interviews.

The school retains the right to interview and appoint at any time during the application process.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the school will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies