



Job Description

Position: Arts Centre Technician (Electronics & Stage Assistant)

Accountable to: Arts Centre Director

General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all staff to demonstrate these values themselves, with colleagues and with the students.

Role Overview: The role involves leading the maintenance and operation of electrical, lighting, and audio equipment in the Arts Centre, supporting events and productions, ensuring equipment safety and functionality, and coordinating with internal and external teams. It also includes troubleshooting technical issues and managing inventories.

Key Roles (subject to change and development)

A. Equipment Maintenance and Repair

1. Lead the maintenance and repair of all electrical, lighting, and audio equipment in the Arts Centre.
2. Inspect, maintain, and repair theatre equipment including rigging, lighting, and sound systems and related machinery.
3. Order and maintain spare parts for equipment repair.
4. Diagnose and resolve minor electrical or mechanical malfunctions.

5. Perform routine preventive maintenance of Scissor Lift and other equipment.
6. Assist with the management, organization, and maintenance of equipment storage facilities.
7. Maintain compliance, license, and warranty information for technical facilities.
8. Collaborate on the maintenance and service records for all equipment.

B. Technical Operations and Coordination

1. Programme, operate, and maintain the theatrical rigging system.
2. Assist with all technical aspects of the Arts Centre including external shows, internal productions, and school events.
3. Coordinate with external maintenance companies, and report back to the Director of Arts Centre and Manager.
4. Liaise with the Director of Arts Centre, Senior Arts Centre Technician, and other staff members for technical requirements and show logistics.
5. Assist with the maintenance of network and software issues for Arts Centre IT equipment and report to IT Helpdesk.

C. Set and Stage Management

1. Assist with building, repairing, and maintaining theatrical staging and sets.
2. Construct, maintain, and position properties, sets, and lighting/sound equipment for events and productions.
3. Pre-rig lighting and ensure safety chains, cables, and wires are secure and concealed.
4. De-rig and ensure safe transportation or storage of equipment after productions.
5. Obtain and preview scripts and programs to prepare for shows or events.

D. Event Production Support

1. Liaise with teaching staff, event coordinators, and Heads of School to interpret and implement creative vision into stage/lighting designs.
2. Develop lighting cue sheets or digital cue sequences for events and performances.
3. Assist with the setup and changes to audio/lighting between events.
4. Inform relevant staff about changes to technical requirements and equipment.

E. Health and Safety

1. Work with Safety Officers to develop Health and Safety Guidelines for technical areas.
2. Collaborate on the creation and use of risk assessments for health and safety in the Arts Centre.
3. Ensure all equipment meets acceptable operating standards and complies with safety regulations.

F. Troubleshooting and Problem Solving

1. Apply problem-solving skills to resolve technical issues with Arts Centre equipment.

2. Diagnose and resolve media system issues within the Arts Centre.
3. Provide technical assistance when electrical or engineering problems are encountered.
4. Assist with electrical testing and modifications to meet safety or operational standards.

G. Administrative and Inventory Management

1. Manage and organize inventory for technical equipment, including lighting, sound, and staging materials.
2. Maintain inventories of recordable media (e.g., CDs, DVDs) and related supplies.
3. Assist with the purchase or hire of suitable equipment for Arts Centre operations.
4. Record and edit audio material using audio recording and editing equipment.
5. Notify the Senior Technician and Director of Arts Centre when major repairs are needed.

H. Collaboration and Communication

1. Regularly liaise with internal and external stakeholders (staff, external technicians, performers) for smooth event execution.
2. Inform users of audio and videotaping service policies and procedures.
3. Collaborate with electrical engineers and other personnel to resolve technical issues.
4. Communicate with the Senior Arts Centre Technician and Director regarding equipment status, issues, and maintenance needs.

I. Child Protection Responsibilities

It is the duty of any member of staff, volunteer or visitor to JIS to report immediately to the Designated Safeguarding Lead in the event of the following:

- A disclosure of abuse from a student.
- Witnessing staff behaving in a way which is contrary to the provisions outlined in the JIS Staff Code of Conduct.
- Suspecting that a child is at risk or that abuse may have occurred.
- Concerns regarding the behaviour of any adults on school premises towards children.

In the absence of the Designated Safeguarding Lead, the Deputy Safeguarding Lead must be contacted. In the absence of either of the above.

J. Others

1. Other tasks as specified from time to time by the Arts Centre Director

**PERSON SPECIFICATION FOR OPERATIONS, ADMINISTRATION AND
SUPPORT STAFF (ARTS CENTRE TECHNICIAN (ELECTRONICS & STAGE ASSISTANT))**

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in electronics 	<ul style="list-style-type: none"> • Other professional qualifications in health & safety and lifting & rigging equipment
Knowledge and Experience	<ul style="list-style-type: none"> • 5 years prior work experience and knowledge in repairing theatrical stage equipment • Proficient knowledge with electronics tools and test equipment and an ability to interpret equipment manuals, electrical & electronic drawings and schematics • Prior work experience in a theatre environment and knowledge in lifting equipment critical to stage performances • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Understanding of Health & Safety in a Theatre environment • Other work experience within an office/admin environment • Competence in Chinese, Malay and Filipino languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups

Personal Qualities	<ul style="list-style-type: none">• Ability to use initiative• Caring, positive, honest and open• Respect and awareness for confidentiality• Ambitious and willing to learn• Self-motivated and energetic• Dedicated and hard working	<ul style="list-style-type: none">• Ability to maintain a professional manner under pressure• Proactive in self-development
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