

## Job Description

### *Performing Arts Technical Specialist*

#### Guiding Statements

- **Our Vision:** To provide an innovative international education that inspires learners to make a positive impact on the world.
- **Our Mission:** To provide an inclusive learning community, embracing diversity by offering a challenging IB education which empowers its members to be caring, global citizens.
- **Our Motto:** “Igniting Minds, Impacting Lives”

#### School Context

IGB International School (IGBIS) is a vibrant Early Years to Grade 12 international school that provides a dynamic, innovative and inclusive learning environment where students are challenged to excel in both their learning and personal growth. An International Baccalaureate (IB) World School, IGBIS was the first school in Malaysia authorised for the full continuum of IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-related Programme (CP). IGBIS is the only school in Malaysia accredited by the New England Association of Schools and Colleges (NEASC) and is also a member of the Association of International Malaysian Schools (AIMS), the East Asia Regional Council of Schools (EARCOS), the Council of International Schools (CIS) and Next Frontier Inclusion.

An IB education aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. This philosophy underpins the curriculum, co-curricular and after-school programmes at IGBIS to inspire students to become principled, global citizens. IGBIS is committed to providing high-quality international education for our students in an inclusive learning community where they participate in a challenging, caring and holistic educational experience.

#### Pro-Diversity Statement

As a school with inclusiveness as a Pillar, we are committed to diversity and therefore aim to hire staff as diverse as the students we serve. Our goal is to create an organizational culture that gives voice to a variety of global perspectives from within Malaysia and across the world. We work with a wide range of people who are experienced, qualified and mission-aligned, including people from traditionally underrepresented backgrounds.

#### Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. All IGBIS teachers and staff undergo child safeguarding screening including checks with past employers, law enforcement authorities, and other governmental agencies as required.

## Reports to

Primary Reporting Line: Head of Arts  
Secondary Reporting Line: ICT Manager

## Main Working Relationships

Coordinators, Subject Leaders, Teachers, Associate Teachers, Student Services Team.

## Our Shared Responsibility

- Commit to, pursue and positively promote the School's Vision, Mission, Motto and Pillars.
- Model and encourage culture and climate in support of the IGBIS Guiding Statements and the IB Learner Profile to create a sense of belonging for all.
- Develop an environment in which students and staff are challenged, supported and provided with a sense of purpose so as to develop and maintain an enthusiasm for learning.
- Critically reflect on and constantly improve your own knowledge and skills through professional dialogue, collaboration and professional development.
- Build relationships with all stakeholders that promote the success of the School.
- Communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive and/or challenging.
- Have the ability to organize tasks and manage your time in order to meet deadlines with accuracy and professionalism.

## Position-Specific Responsibilities

The Performing Arts Technical Specialist is responsible for the smooth and efficient operation of the school's theatre, supporting school-related productions and external events.

The incumbent will work closely with the academic team and report to the Head of Arts, with a secondary reporting line to the IT Manager, to support the seamless delivery of assemblies, performances, events, etc. Additionally, the role includes training and guiding staff and students on the effective use of audiovisual technology in performance and assembly spaces.

Responsibilities include setting up and operating AV equipment during assemblies, performances, events, and conferences, as well as maintaining AV equipment, including theatre lighting and sound systems such as speakers, amplifiers, mixers, microphones, and digital lighting and control systems. The incumbent will also schedule and coordinate AV support for events.

## Key Responsibilities

### 1. Theatre Operations and Management

- Oversee the daily operations of the school theatre, ensuring it is maintained, equipped, and ready for use.



- Manage theatre scheduling, coordinating with teachers, school administrators, and external partners for rehearsals, performances, and events.
- Ensure compliance with safety regulations, fire codes, and health standards within the theatre.
- Maintain and inventory theatre and other audio-visual equipment, props, costumes, and stage elements.
- Develop and implement policies for the proper use and upkeep of the theatre.
- Provide technical support and training to students, teachers, and other staff members.
- Assist with designing and constructing sets, props, and costumes for school productions.
- Create and implement technical plans for performances, including lighting plots and sound cues.
- Collaborate with the Production Manager and other staff members to develop and implement innovative and creative ideas for performances.
- Provide clear and balanced audio for live bands and other events.
- Prepare quotations and solutions for acquiring audio and lighting systems.
- Work with planners and event organizers by handling the design, installation, and maintenance of audio and lighting systems to ensure smooth event flow.
- Other duties include maintaining audio equipment, troubleshooting, setting up audio systems, operating audio consoles, and calculating speaker angle and throw based on event space (system tuning).

## 2. Event Coordination & Collaboration

- Collaborate with teachers, school leadership, and student groups to plan and execute performances.
- Support theatre productions by coordinating set designs, stage changes, and backstage crew assignments.
- Work with external vendors, contractors, and performance groups as needed.
- Ensure smooth execution of all theatre-related events by managing logistics and providing on-site technical support.

## 3. Administrative Duties

- Prepare and manage budgets related to the theatre's operations, ensuring cost-effective use of resources.
- Maintain accurate records of theatre usage, including contracts, invoices, and equipment inventories.
- Coordinate with vendors for equipment maintenance and procurement when necessary.



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#### 4. Collaboration and Community Engagement

- Work with teachers, students, and staff to support school productions and performing arts programs.
- Collaborate with the school's technical team, ensuring alignment with curriculum goals and event needs.

#### 5. Safety and Compliance

- Ensure all theatre operations comply with safety regulations and school policies.
- Conduct regular safety checks and implement necessary safety protocols for technical equipment and stage areas.
- Train students and staff on the proper use of theatre equipment when required.

#### 6. Other Duties

- Work closely with the Marketing Team to coordinate AV requirements for school events, open days, and promotional campaigns.
- Ensure high-quality audio, visuals, and lighting for both internal and external marketing events.
- Perform other tasks as assigned by the line managers.

### Personal Attributes, Skills and Characteristics

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Fluency in English with strong oral and written communication skills.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally-minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.
- The capability to embrace change, learn quickly, and adjust to new situations and technologies.
- Strong organizational skills and the ability to prioritize tasks effectively to meet deadlines and achieve goals.
- Demonstrated leadership qualities, whether in a formal or informal capacity, with the ability to inspire and motivate others.



## Required Qualifications

### Minimum Academic/Professional Qualification

- High school diploma or equivalent.
- Certification or degree in technical theatre, audio engineering, or a related field is preferred but not required.

### Related Experience

- Prior experience working as a theatre technician or in a similar technical role is highly beneficial.
- Familiarity with the operation of lighting, sound, and AV equipment.
- Experience with stage rigging and scenery construction is a plus.

### Competencies (Knowledge, Skills & Abilities)

- Proficiency in operating lighting consoles, sound boards, and audio-visual equipment.
- Strong understanding of theatrical equipment and technical systems.
- Ability to read and interpret technical drawings and plans.
- Excellent problem-solving skills and the ability to work under pressure.
- Effective communication and interpersonal skills for collaboration with diverse production teams.
- Attention to detail and a commitment to maintaining equipment and safety standards.
- Flexibility in working evenings, weekends, and irregular hours as needed for productions and events.

## Additional Notes

This job description details responsibilities but is not prescriptive. The incumbent may be required to undertake other duties and responsibilities commensurate with the scope of the post. This job description may be subject to amendment, to meet the changing needs of the school, following appropriate consultation.

IGBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

