

## Job Description

The BOA Group is a Multi-Academy Trust comprising specialist academies located in the heart of Birmingham city centre, at the centre of the region's thriving creative and digital industries. While based in Birmingham, our academies attract students from across the wider Midlands region. Since the launch of first school, Birmingham Ormiston Academy (BOA), the BOA Group has grown to include three purpose-built academies, each dedicated to delivering exceptional education in the creative, digital, and technical disciplines.

BOA Stage and Screen Production Academy is a unique, industry-led training academy for 16-19 year-olds, that prepares young people to enter behind-the-scenes roles in the regional Stage and Screen industries. By blending high quality learning with industry-led projects and work-based training, BOA Stage & Screen Production prepares students for a career in film, TV, content, live events, theatre production, and associated fields within the arts and entertainment industry.

At Level 3, students choose from five, full-time pathways:

- Set, Props and Costume
- Lighting and Sound for Live Performance
- Hair and Make-up for Theatre, Film, TV
- Film and TV
- Writing, Directing and Screen craft (Acting)

Each level 3 pathway is underpinned by one or more level 3 BTEC qualifications (worth the equivalent of 3 A'Levels), and includes a professional development programme, industry qualifications, and work placements. Some students also opt to study an additional academic qualification (A'level or GCSE).

At Level 4, students choose from four, full-time pathways:

- Theatre Making
- Film Making
- Acting
- Make-up, Hair and Special Effects

Each level 4 pathway is underpinned by a UAL level 4 professional diploma qualification. This one-year qualification provides a robust framework that combines practical skills development with critical and contextual understanding, preparing students for progression into employment, higher education, or freelance practice within the creative industries.

Our curriculum is designed to address the needs of the industry, and as a result students work regularly on major outward facing projects with partners such as the BBC, Threewise Entertainment, PRG, Screenskills, the Old Rep Theatre, the RSC, Birmingham Royal Ballet, Mission Accomplished, and many others.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

<b>Job role</b>	Scenic Workshop Technician	
<b>Location/Site</b>	BOA Stage and Screen Production Academy	
<b>Salary / scale point</b>	SCP 4 – 8 (£25,185 - £26,824)	
<b>Reporting to</b>	Head of Department – Stage Production	
<b>Hours (F/T, P/T, TT, F/Y etc.)</b>	Full time	
<b>Annual leave Allowance</b>	Statutory annual leave plus academy closure periods.	
<b>Job Summary</b>		
<p>The Workshop Scenic Construction Technician will support the delivery of high-quality vocational and technical education in scenic construction, set building, and production arts for learners aged 16–19. The postholder will maintain workshop facilities, support practical teaching and productions, and help students develop professional-standard technical skills in a safe, inclusive, and industry-informed environment. The role combines technical expertise in scenic construction with educational support, enabling students to gain practical experience aligned with theatre, live events, film, television, and creative industries pathways.</p>		
<b>Main responsibilities</b>		
<ul style="list-style-type: none"> <li>▪ Construct, install, maintain, and dismantle scenic elements, staging, props, exhibition structures, and set pieces for academy productions and projects.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Support the fabrication of scenic items using timber, sheet materials, metal fixings, paints, finishes, and other construction materials.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Operate and maintain workshop tools and equipment safely, including power tools and fixed machinery where qualified.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ The ability to draw technical drawings, plans, and design briefs to support production outcomes.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Ensure workshop spaces are organised, clean, and production-ready.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Assist with sourcing materials, stock management, and cost-effective purchasing of workshop supplies.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Support teaching staff during practical sessions, demonstrations, and project delivery.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Provide technical guidance to students developing scenic construction, carpentry, prop-making, painting, and fabrication skills.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Encourage safe working practices and professional workshop standards.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Assist learners in developing employability skills, teamwork, problem-solving, and independent working practices.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Support enrichment projects, showcases, performances, exhibitions, and cross-department productions.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ To work closely with key staff from BOA Creative, Digital and Performing Arts Academy on the planning and execution of BOA Group Productions.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Support installation and strike of scenic elements for productions.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ To plan and execute a variety of projects within the Stage Production pathways.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Collaborate with teaching staff, technicians, and external industry partners where appropriate.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Maintain high standards of health and safety within workshop environments.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Conduct routine equipment inspections and report faults or maintenance requirements.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Ensure compliance with risk assessments, COSHH regulations, safe systems of work, and academy policies.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Monitor safe use of tools, PPE, and workshop procedures by students.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Support safeguarding responsibilities and promote student wellbeing.</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>▪ Undergo any training/professional development required to perform the duties and responsibilities of this post efficiently and effectively.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ To be aware of the responsibilities under the provision of the Health and Safety at Work Act in terms of your own safety and the effects of your own actions on colleagues, students, and visitors.</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Contribute to maintaining an inclusive and positive learning environment.</li> </ul>		
<b>Experience / Skills Required</b>	<b>Essential</b>	<b>Desirable</b>

▪ Experience in scenic construction, workshop fabrication, carpentry, theatre production, or a related technical discipline.	*	
▪ Strong practical skills in woodworking, construction methods, and use of workshop tools.	*	
▪ Knowledge of health and safety procedures in workshop or production environments.	*	
▪ Ability to work collaboratively with young people aged 16–19.	*	
▪ Knowledge of AutoCAD &/or Vector works		*
▪ Effective communication skills and a proactive approach to problem solving.	*	
▪ Experience working in education, training, theatre, live events, or production environments.		*
▪ Relevant technical qualification in scenic construction, carpentry, technical theatre, production arts, or engineering.		*
▪ First Aid qualification.		*
▪ Knowledge of vocational education pathways (e.g., UAL, BTEC, production arts programmes).		*
▪ Experience supporting performances, exhibitions, or live events.		*
▪ Ability to work in collaboration with other members of staff.	*	
▪ Thorough, accurate and organised, with excellent time management skills, in order to meet deadlines.	*	
▪ Good Interpersonal skills, able to demonstrate excellent verbal and written communication skills with a broad range of stakeholders.	*	
▪ Positive attitude to equal opportunities.	*	
▪ Have the ability to build strong rapport with, and mentor young people.	*	
▪ Interest in own personal development and willing to develop through appropriate CPD opportunities.	*	
<b>Person Specification</b>		
▪ Organised, focussed and reliable.		
▪ Ability to demonstrate an enthusiasm for the subject.		
▪ Driven to achieve and exceed targets.		
▪ Remains calm under pressure, resilient, confident and tenacious.		
▪ Sense of humour, resilience and generosity of spirit.		
▪ Flexible and willing to work outside of core working hours to fulfil the requirements of the role.		
▪ Reliable with an attention to detail and a commitment to quality.		
▪ Acts with integrity and professionalism.		
▪ Friendly and personable manner with excellent inter-personal skills; a natural ability to build strong relationships and communicate at all levels.		
▪ Energetic commitment to raising the aspirations of the whole academy community		
▪ The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement.		
▪ Positive and solution-focussed attitude.		
▪ Thrives in a busy, vibrant environment.		
<b>Other Conditions</b>		
▪ All staff are subject to regular Enhanced Disclosure Barring Service checks.		
▪ They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust's vision and values are upheld and promoted.		