



## JOB DESCRIPTION

<b>Job Title:</b>	Technical Theatre Manager	<b>Department:</b>	Theatre/AV
<b>Hours of Work:</b>	Normal hours of work will be 08:30 – 16:30, but due to some events taking place outside normal working hours, the post-holder must be flexible and share duties with the other members of the team to cover the busy events schedule. (Time in lieu will be granted in these instances.)		
<b>Responsible To:</b>	Deputy Head Operations (term time) and Bursar (school holidays)	<b>Responsible For:</b>	Theatre/AV technicians

### Summary of Role:

We're looking for a passionate and hands-on Technical Theatre Manager to lead our Theatre/AV department in delivering exceptional technical support for events across the school, including external hires for Marden Enterprises. From West End worthy drama productions to high-profile school concerts and assemblies, you'll be at the heart of making these moments unforgettable. You'll coordinate a busy events calendar, lead a talented team, and ensure our cutting-edge facilities are operated safely and efficiently.

This is an exciting opportunity for someone who thrives on creativity, problem-solving, and making live events run seamlessly.

### Specific Responsibilities (together with the other members of the department)

#### Auditorium

- Oversee the provision of technical assistance / advice for users of the school's professional standard Auditorium.
- Provide expert sound and lighting support for assemblies, concerts, performances, and external events.
- Plan and deliver support at events which parents and / or public attend to ensure safe and smooth running of the event and provide the highest level of support commensurate with the professional facilities.
- Ensure users adhere to the Health and Safety guidelines for the use of the Auditorium and carry out and review risk assessments as needed.
- Be fully aware of the dangers of electricity, and its safe use (related in particular to stage lighting and other theatre equipment).
- Liaise with guests and external hires about any technical requirements to deliver flawless productions.
- Liaise with School Chaplain and set up requirements for Mass.
- Organise annual health and safety inspections of the Winches/Hemp Bar Fly System (LOLER), Genie & Pit Lift (LOLER), and Auditorium & Drama Studio Dimmers (EICR),
- Organise PAT testing of technical equipment in the Auditorium, Drama Studio, Control Room, Fly Gantries, and Scenery Dock.

#### Drama department

- Production manage and provide technical support for productions.
- Liaise with the Director of Drama the hiring of equipment (Sets, Lighting and Sound).
- Technical support for GCSE and A Level exam performances.
- Maintenance of sound, lighting, and video equipment in the drama studio.
- Prepare and operate lighting for productions and visiting theatre groups.
- Prepare staging, set builds, sound, lighting and projection design as required for productions.
- Supervision of student tech crew for productions.

**Music department**

- Support for the music department in the Millennium Centre.
- Prepare and operate sound / lighting / other technical for Music Concerts.
- Live stream/video record concerts and performances as required
- Provide support for use of equipment in the Music Dept.
- Supply and set-up PA systems for listening exams.

**Audio Visual**

- Provide technical assistance / advice as required for users of AV equipment throughout the school.
- Have a good knowledge of operation of a range of AV equipment – screens, data projectors, audio equipment and video cameras.
- Organise repairs as required.
- Set up and remove equipment from meeting rooms when required.
- Instruct users on the safe-use of the equipment.
- Organise/set-up/operate equipment for school events – e.g. Sports Day, Speech Day, Open Days.
- Supply AV equipment and support for summer conferences in areas other than the Auditorium
- Co-ordinate any Live Stream events - ensure enough technical staff to produce the highest quality output

**Other duties**

- Work with SLT, the Chaplain and the Director of Music ~~to~~ to support the annual carol service, providing AV and live streaming support as required
- Liaise closely with the Head of Commercial plan any commercial events that require the auditorium or AV support
- Manage the budget of the Theatre team
- Be responsible for the full time Theatre Technician and Casual Theatre Technicians, ensuring that they are properly recruited, inducted, developed and appraised.
- Review the longer-term resourcing needs of the theatre team and plan infrastructure improvements with the Deputy Head Co-Curricular Operations and DFO.
- Maintain auditorium seating by booking routine service.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>Recent experience of working in technical theatre and venues.</li> <li>Previous experience in managing staff and budgets</li> <li>Health &amp; Safety knowledge across all technical departments.</li> <li>Have a committed interest in technical matters (music, recording, lighting)</li> <li>Good IT skills – e.g. laptop/projector setups and use of PowerPoint for presentations</li> <li>Fluent and accurate written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>Videography and live streaming experience.</li> <li>Knowledge of video and audio edit software.</li> <li>Experience of project managing building and equipment upgrades.</li> <li>PAT Testing Qualification</li> <li>Experience supporting external/commercial events</li> <li>Knowledge of ETC ION, QLab, and Yamaha Mixing Desks.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>Strong leadership skills</li> <li>A good problem solver.</li> <li>Good communication and interpersonal skills.</li> <li>Be practical, resourceful and flexible, and be able to take the initiative.</li> <li>Work calmly under pressure.</li> <li>Capable of working without supervision, with energy and enthusiasm.</li> <li>Smart / tidy / punctual</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>Committed to operating as part of the School community.</li> <li>Committed to the Sacred Heart Values.</li> <li>Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> <li>A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	