



## JOB DESCRIPTION

<b>Job Title:</b>	Theatre Technician	<b>Department:</b>	Theatre
<b>Hours of Work:</b>	Normal hours of work will be 08:00 – 16:00. Some events take place outside normal working hours, so the post-holder must be flexible and share duties with the other team members to cover the events schedule. (Time in lieu will be granted in these instances.)		
<b>Responsible To:</b>	Theatre Manager	<b>Responsible For:</b>	N/A

### Summary of Role:

To provide technical assistance for the day to day running of the Theatre, AV requirements in the school and aiding the drama department with all aspects of the productions.

### Specific Responsibilities:

#### Auditorium

- Provide technical assistance/advice for users of the Auditorium.
- Ensure stage is set as required for meetings/assemblies/lessons each day.
- Be present at internal and external events to ensure safe and smooth running and provide the highest level of support.
- Ensure users adhere to the Health and Safety guidelines for the use of the Auditorium.
- Demonstrate awareness of electrical safety
- Prepare and operate sound/lighting for school assemblies/charity events/productions/concerts etc.
- Liaise with external visitors, hirers and organisers about any technical requirements. Be present throughout to operate and oversee the facilities and be prepared to set up and operate sound/lights.
- Liaise with School Chaplain /Priest and set up requirements for liturgical events.

#### Drama department

- Provide technical support for productions and performance assessments.
- Maintain lighting and AV equipment in drama studio.
- Be familiar with the in-house costumes and props
- Prepare and operate lighting and/or sound for productions.
- Prepare stage/props/set/sound FX as required for productions.
- Supervision of student lighting and sound operators in productions.

#### Music department

- Deliver technical support for concerts and events in the Millennium Centre.
- Record concerts, live music events and examination performances as required.
- Provide support for use of equipment in the Music Dept.
- Set-up PA systems for listening exams.

#### Audio Visual

- Provide technical assistance and advice for users of AV equipment throughout the school.
- Have a good knowledge of operation of a range of AV equipment
- Set up and remove equipment from meeting rooms and events– e.g. Sports Day, Prize Day, Open Days.
- Assist with streaming and recording events – e.g. Westminster Carol Service, Speech Day, Lectures.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Have a committed interest in technical matters (Lighting, Sound, Recording, AV)</li> <li>• Good IT skills</li> <li>• Fluent and accurate written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of Theatre technical practice would be advantageous (especially use of Yamaha LS9 sound mixer, ETC Ion and Jester ML48 lighting desks)</li> <li>• Knowledge of electrical safety and have a PAT certificate.</li> <li>• Specialising in sound</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <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>• 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 Goals.</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 or be prepared to undergo an enhanced DBS check.</li> </ul>	

### Terms and Benefits

- **Start Date:** ASAP
- **Working hours.** This is a full-time position. Normal hours of work will be 08:00 – 16:00. Some events take place outside normal working hours, so the post-holder must be flexible and share duties with the other team members to cover the events schedule. (Time in lieu will be granted in these instances.)
- **Salary.** £27,554 to £30,133 depending on experience.
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays.
- **Pension.** The Theatre Technician will be auto enrolled into the School's pension scheme.

- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.