**JOB DESCRIPTION**

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| **Job Title:** | Theatre Technician | **Department:** | Theatre |
| **Hours of Work:** | Normal hours of work will be 08:30 – 16:30, but because some events take 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.) | | |
| **Responsible To:** | Theatre Manager | **Responsible For:** | N/A |

**Summary of Role:**To provide technical assistance for the day to day running of the Theatre, and AV requirements in the school.

**Specific Responsibilities:**

## **Auditorium**

* Provide technical assistance / advice for users of the Auditorium.
* Ensure stage / auditorium is set as required for meetings / assemblies / lessons each day.
* Be present 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.
* Be fully aware of the dangers of electricity, and its safe use (related in particular to stage lighting and other theatre equipment).
* Prepare and operate sound/lighting for school assemblies /charity events / productions / concerts etc.
* Liaise with guests / visitors about any technical requirements.  
  ”Meet and greet” on the day, organise dressing room(s), refreshments etc.  
  Be present throughout to operate and oversee the facilities.
* Liaise with School Chaplain / Priest and set up requirements for Mass / Confirmation.
* Liaise with external conference organisers and set up/operate sound / lighting requirements.
* Carry out Risk Assessment for external events with the organisers.
* Organise annual testing of the stage lighting / winches / power supplies in the Auditorium and Drama Studio.

### **Drama department**

* Technical support for productions.
* Technical support for exam performances.
* Maintenance of sound / lighting equipment in drama studio.
* Prepare and operate lighting for productions / visiting theatre groups.
* Prepare stage / props / set / sound FX as required for productions.
* Supervision of lighting / sound operators in productions.
* Provide support for Drama Studio.

## **Music department**

* Support for the music department in the Millennium Centre.
* Prepare and operate sound / lighting for Music Concerts.
* Record concerts as required.
* Record exam work.
* Provide support for use of equipment in the Music Dept.
* Supply / 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 etc.
* Organise repairs as required.
* Set up and remove equipment from meeting rooms.
* Instruct users on the safe-use of the equipment.
* Organise/set-up/operate equipment for events – e.g. Sports Day, Prize Day, Open Days.
* Supply AV equipment and support for summer conferences in areas other than the Auditoruim

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Have a committed interest in technical matters (music, recording, lighting) * Good IT skills – e.g. laptop/projector setups and use of PowerPoint for presentations * Fluent and accurate written and spoken English. | * Recent experience of Theatre technical practice would be advantageous (especially use of Yamaha LS9 sound mixer, ETC Ion and Jester ML48 lighting desks) * Interest in photography / video recording / sound recording. * Knowledge of electrical safety. * DIY skills. |
| **Personal Behaviours** |  |
| * A good problem solver. * Good communication and interpersonal skills. * Be practical, resourceful and flexible, and be able to take the initiative. * Capable of working without supervision with energy and enthusiasm. * Smart / tidy / punctual |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |