

THEATRE TECHNICIAN (FIXED TERM CONTRACT – 1 YEAR)

JOB DESCRIPTION

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

Summary of the role	<p>Job Title: Theatre Technician</p> <p>Location: Quarry Theatre, Bedford School</p> <p>Reporting Line: Director of Theatre</p> <p>Hours: 37 hours per week (although there may be a need for flexibility as more hours may be required during term time and less during school holidays) but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p> <p>Contract: This is a fixed term contract for 12 months, from 1 September 2018 – 31 August 2019. This will be reviewed in the summer term of 2019, with the possibility that the role may become permanent.</p> <p>Salary: Circa £22,000 to £24,000 per annum</p> <p>The role would suit someone who has worked in a busy theatre before and who has technical theatre knowledge and experience. There may also be opportunities to get involved with marketing, front of house, production and stage management.</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the Theatre Technician are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> Responsible for all technical aspects of the theatre (in conjunction with the Director of Theatre and Assistant Theatre Manager); including external professional shows and events, and internal school productions and events

	<p>‘Technical aspects of the theatre’ may include: lighting design & operation, sound design & operation, live music engineering & operation, set design & construction, filming and operating projection equipment and live-streaming equipment, helping companies to ‘get-in’</p> <ul style="list-style-type: none"> • Working with Drama Technical club for students in the prep school and senior school • Leading specialist workshops on lighting and sound design • Providing assistance and expertise for GCSE Drama Design students • Helping to operate the box office and ticketing system if required • Working as part of the front of house team when appropriate • Helping to market and promote the theatre and associated events • Stage-managing school shows (if relevant) • Mentoring students and helping to train them, and volunteers, in any of the above activities • Participating in trips that directly relate to drama/theatre • Maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information • Supporting and contributing to the School’s responsibility for safeguarding students and young people from the wider community • Working within the School’s health and safety policy to ensure a safe working environment for staff, pupils and visitors • Maintaining professional standards of attendance, punctuality, appearance and conduct with pupils, parents, colleagues and visitors • To undertake any other reasonable duties as requested by the Director of Theatre
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

PERSON SPECIFICATION – THEATRE TECHNICIAN

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Degree or equivalent qualification in technical theatre, lighting design etc. or relevant vocational experience		<i>Certificates</i>
Experience	Work experience in an amateur or professional theatre in one or more of the following areas: technical theatre, stage management, production, marketing, hospitality or any associated theatrical areas	Experience of working behind the scenes with amateur or professional productions or in a theatre or theatrical venue.	<i>Application form, interview and references</i>
Skills and Knowledge	<p>Technical expertise in any/all of the following areas: lighting, sound, set design, stage management, music technology and media</p> <p>Ability to liaise with external agencies, for example visiting professional companies, to ensure smooth running of the facilities</p> <p>Ability to communicate effectively with colleagues, pupils and the public</p> <p>Effective time management and organisation skills</p> <p>Strong interpersonal skills; ability to develop effective working relationships with others</p> <p>Awareness of the requirements of a busy working theatre</p>	<p>Ability to operate a box-office system, till or an on-line ticketing or marketing system</p> <p>Awareness of good practice in chosen area of expertise</p> <p>Knowledge of the AQA GCSE Design Specification</p>	<i>Application form, interview and references</i>
Personal competencies and qualities	<p>Commitment to the safety and well-being of children, young people and the public</p> <p>Flexible and adaptable approach, including being available for some weekend/evening commitments</p> <p>Resilient, robust and personable</p> <p>Passionate about chosen area of expertise</p> <p>Ability to use own initiative and also work as part of a team</p>	Demonstrable competence working with children or young adults in a theatre-related context.	<i>Interview and references</i>