

# Job Description

## Kennet School



<b>Job Title:</b>	Drama Technician
<b>Hours and Weeks</b>	37 hours per week, term time only, plus ten occasional days
<b>Responsible To:</b>	Head of Drama

### Job Summary

The Drama Technician supports the day-to-day running of the Drama Department and the delivery of high-quality performances, lessons and events. Working closely with the Head of Drama, the role involves managing and maintaining performing arts facilities and technical equipment, providing specialist support in lighting, sound, video, staging, sets, props and costumes, and assisting with productions, examinations and curriculum delivery. The post holder also ensures effective scheduling, health and safety compliance, and offers practical training and guidance to staff and pupils, contributing to a creative, safe and well-organised performing arts environment.

### Key Tasks

- To support the day-to-day running of the Drama Department.
- To provide, manage and/or assist as required with all supporting aspects of school productions, Drama classes, exam performances and other school events.
- Primarily tasks will include lighting, sound, video, stage management, set/props/costume design and construction.
- The technician is responsible to the Head of Drama for all departmental/technical/teaching and routine day-to-day matters.

### Management

- Support the day-to-day running and availability of the School's Performing Arts facilities.
- Provide first-line support to all users of the School's Performing Arts resources.
- Record and file all DVD evidence for the exam board during all formal exams.
- Manage and maintain all equipment and other technical resources in the Performing Arts department, ensuring staff and pupils can utilise the equipment when required.
- Co-ordinate the scheduling of all Performing Arts events and the use of department spaces, as well as necessary time for technical work for productions, 'get-ins' and 'get-outs', and maintenance.
- Effectively liaise with the maintenance and fellow Arts departments where necessary in regard to availability of space and organising events.

### Training / Teaching

Assist the Head of Drama with the delivery of the curriculum, including:

- Preparing and giving classroom presentations and practical workshops on introductory aspects of technical theatre, such as lighting, sound, stage management, stage layouts, set design, etc.
- Organisation of materials and equipment needed for lessons, such as performance lighting, sound systems, craft materials, and some basic first-line IT in the classroom.
- Collaboratively assist in the running of a Technical Theatre Club for interested pupils, allowing pupils to take an active role in the preparation and running of productions.
- Supporting with heavy administrative tasks within the department.

### Design

- Assist pupils and staff in all technical aspects for School /Drama productions and exam performances, including set/staging design, construction and decoration; props design, repairs and returns; costume design, fittings, repairs and returns; lighting/sound/video design, hires, rigging, focusing, operation, repairs and returns; etc.

## **Maintenance/Health & Safety**

- Maintain a clean and tidy workspace at all times.
- Ensure all Health & Safety requirements are met for daily use of the performance spaces.
- Provide first-line maintenance support for all technical equipment, machines, furniture, fixtures and fittings within the Department. When necessary, contact and liaise with the School's Maintenance Dept., or arrange external suppliers/contractors for repairs and maintenance.
- Monitor and maintain stock items (lamps, gels, gobos, gaffa tape, etc.) and all stores and general day-to-day equipment as needed.
- Maintain awareness of developments within technical theatre and undertake training as deemed necessary.

## **Personal Specification**

The ideal candidate will have excellent interpersonal skills, be able to work under pressure and meet deadlines, be able to manage their own time and work efficiently and effectively. The candidate will have excellent technical and design skills, with up-to-date knowledge of theatre systems and ICT.

## **Key Requirements**

- Working knowledge of specific theatre industry design programmes.
- Excellent knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use.
- Knowledge of audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques, its maintenance and refurbishment.
- Good knowledge of set building, painting and design techniques and their application.
- Good knowledge of theatre scenery and staging.
- Good knowledge of costumes and properties, their construction and application in the theatre.
- Good knowledge of electrical principals and electrical safety.
- Current knowledge of Health & Safety requirements and legislation regarding theatre.
- The successful candidate will be expected to manage their own time to complete the duties required, working flexible hours within a 37-hour week, under the guidance of the Head of Drama, including evenings and weekends. You will be expected to work ten occasional days in addition to the normal school terms. A high level of commitment is expected, particularly in the weeks leading up to a major production. Holidays shall be taken in non-term time.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.