



Theatre Technician and Administrator for September 2024

Term-time plus 24 days

Salary £26,075 for 4 days per week

We are looking for a highly motivated and enthusiastic theatre professional to join the Drama Department to be responsible for taking charge of technical and backstage production, preparing technical lessons, working with students age 11-18 and assisting with the general administration of the department.

An enthusiasm for working with young people is essential, as is an ability to design, rig and operate basic lighting, sound and AV equipment creatively and safely. Additional skills in set design, prop making, stage management, directing or running workshops are desirable. This role would suit a recent graduate of either Technical Theatre or Drama.

The job is term time only plus 24 days to cover the need to work some evenings, weekends and occasional days outside of term-time. Responsible to: The Director of Drama. The post-holder will work closely with a second Theatre Technician who fulfils this role alongside a substantial teaching commitment.

Specific Responsibilities:

Equipment

- Oversee hire and return of any set, props, costumes, lighting and sound equipment.
- Ensure the organisation and safe storage of set, props, costumes, lighting and sound equipment.
- Design, rig, focus and operate lighting, sound and staging for all theatre events and/or co-ordinate crew for these events.
- To co-ordinate/build set and props as required.
- To co-ordinate booking of facilities.
- To take responsibility for stationery, DVDs and script library.

Health & Safety

- Ensure that all Health and Safety requirements are met for daily use of the equipment and for anomalies that occur during performances.
- Work alongside the Premises Team to ensure appropriate maintenance is carried out on all theatre equipment routinely, including PA testing, PAT testing, rigging checks, electronic checks, cleaning and upgrading.
- Ensure stock is maintained for efficient and effective use in the Department.

Teaching and Training

- Support Drama teachers in teaching technical aspects of Drama.
- To give lessons in basic Sound and Lighting to Key Stage 3 students and support any GCSE or A Level students that are taking the Theatre Design pathway of a Drama and Theatre Studies course.
- To ensure that all teaching resources are organised and available.
- To run a Technical Theatre Club to train students to assist in running productions.
- To train staff in use of backstage aspects where necessary.
- To attend relevant courses to develop own skills.

Administrative

- To co-ordinate, with the Director of Drama, the scheduling and organisation of all theatre events.
- To co-ordinate the scheduling of rehearsals, production get-ins and get-outs.
- To take minutes at Departmental meetings.
- To be responsible for a Technical budget.
- To ensure the Department remains up to date with invoices and other administration.
- To co-ordinate and contribute to the Colfeian, website and publicity material.
- To organise and prepare all poster, programmes, tickets, FOH and refreshments for events.
- To co-ordinate and contribute to displays and exhibits.
- To co-ordinate trips and workshops, including collection of reply slips, payment and risk assessments.

Personal Specification

Essential

- A keen interest in all aspects of Drama and Theatre Production.
- A relevant qualification (or equivalent professional experience) in Technical Theatre, Stage Management, Theatre Design, or Drama with a design/ production specialism.
- A flexible approach to working hours.
- Excellent communication and organisational skills.
- A creative approach to theatre and a willingness to work with students and other staff members to explore and devise new and interesting ideas.
- A willingness and ability to safely work at height.
- Ability to work as part of a team, but also independently, managing time effectively and prioritising jobs within a constantly evolving school environment.

Desirable

- Experience in set construction, design, prop making, scenic painting and costume.
- Ability to assist teaching lessons in Technical Theatre for all Key stages.
- A knowledge or qualification of PAT testing and Health and Safety legislation.
- Experience of working in an educational environment.

Staff appointed to posts are expected to maintain high professional standards and contribute to the extra-curricular life of the school. Those who join Colfe's can expect to become part of a caring, purposeful and committed community.

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be an interview and lesson observation for short listed candidates.

The application may be submitted electronically to Mrs A Ross, Human Resources: recruitment@colfes.com or by post to: Mrs A Ross, Human Resources, Colfe's School, Horn Park Lane, London SE12 8AW

Applications should be sent **as soon as possible** and by **Noon, Monday 11 March** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.