**JOB Description**

Theatre Technician

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| **DEPARTMENT** | **Drama and Theatre** |
| **REPORTS TO** | **Production Manager** |
| **RESPONSIBLE FOR** | **n/a** |
| **WORKING PATTERN** | **Full time, an average of 40 hours per week including evening and weekend work (your employment contract will give full details)** |
| **ISSUE/REVISION DATE** | **October 2019** |

# BackGround

Harrow School is one of the world’s most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School’s 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Harrow School is one of the world’s most famous public schools. Founded in 1572 by John Lyon under a Royal Charter granted by Queen Elizabeth I, it is located on a 300-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18 board at the School, and there are about 120 academic staff and over 500 support staff.

Harrow’s Drama and Theatre department stages around twelve fully produced productions each year, encompassing a wide variety of styles including musicals, Shakespeare and the classics, as well as contemporary writing. At least six of the twelve boarding Houses stage individual or joint productions each year. Pupils are also encouraged to mount their own work at events such as the School’s annual Fringe Festival. This is an exciting time for the department, and there is an appetite for creative, ambitious work. In March 2019, the department staged its production of *Twelfth Night* at Shakespeare’s Globe, in an event celebrating the historic relationship between the two institutions.

All boys in their first year at the School follow an introductory taught course in Drama. Boys can opt to study GCSE and then A Level Drama in subsequent years. Every boy also performs in a short production during their first term at the School, as part of the Shell Drama Festival.

The department runs a developed programme of partnership and outreach work. In Spring 2019, a group of boys from across the year groups devised and toured a performance aimed at key stage one audiences to a series of local primary schools. Funds raised from ticket sales to the recent gala at Shakespeare’s Globe will establish the Jeremy Lemmon Project, where pupils from Harrow and its local partner schools will work together with mentoring from the Globe’s actors, and with access to its stage.

The School’s Ryan Theatre is equipped to industry standards and seats over 300 at stalls and balcony level. The department has six technical, creative and administrative staff, in addition to Drama teachers, who mentor boys in the production, design and technical aspects of theatre making. Boys stage manage and crew all shows.

The department runs regular theatre trips to London, and hosts workshops and lectures from theatre professionals and academics. The School offers Drama Scholarships to pupils demonstrating outstanding commitment and potential as performers, practitioners or technicians. The thriving theatre scene at Harrow has inspired a large number of pupils to go on and work in the theatre industry as actors, writers, producers, designers and directors.

We encourage you to find out more about the most recent productions, the eminent dramatists whose talents were nurtured as boys at Harrow, and to browse a gallery of images at the Drama Department’s page of the School website. It can be found at www.harrowschool.org.uk/Drama

# The Role

Provision of technical support to the Drama and Theatre Department, and the wider School, for the preparation and performance of productions and events.

The departmental staff structure is set out below:

# Key Responsibilities and Duties

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

* To be involved broadly in the technical realisation of theatre performances and events, across a range of production areas, as directed by the Production Manager;
* Work across a series of productions and events throughout the school year, working creatively with production Directors, Theatre Designer, Technical Staff, Freelance Creatives and Students;
* To take responsibility for flying and rigging operations as required within productions;
* To share responsibility for enthusing, instructing, and mentoring boys aged 13 – 18 who form the technical teams for productions and other performance events;
* To meet the technical requirements of professional visiting companies, and to play a role in the staffing of external hires of the Ryan Theatre and other performance spaces across the year;
* To support Harrow School Enterprise Limited (HSEL), with any theatre based activities during the calendar year.
* To maintain records in appropriate areas on an individual production basis, reporting clearly to the Production Manager;
* To maintain, purchase or hire equipment for productions according to the scheduling, budget and technical requirements of the production or department;
* To play a part in the staffing of internal and external shows during performances – in a technical supervisory, fire steward or front of house capacity, creating show reports as required;
* To attend weekly production team briefings and departmental meetings, and other whole staff meetings as required;
* To ensure all areas of the theatre, production and storage spaces are consistently well maintained in a safe, tidy and presentable condition;
* To ensure all associated theatre equipment is well maintained, organised, stored and logged;
* To keep abreast of developments in Health and Safety best practice, and to carry out all duties in accordance with organisational policy;
* To oversee the work and schedules of casual and freelance staff as required, including providing basic technical training;
* To undertake any other tasks reasonably requested by the Director of Drama or Production Manager.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School’s Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team.

# Person Specification – Theatre Technician

All staff are expected to conduct themselves in line with the School’s values which are: **Courage, Honour, Humility** and **Fellowship.**

Post holders/candidates will be expected to demonstrate the following:

## Qualifications, Education and Training

### Essential

* Relevant degree/theatre technical training or appropriate professional qualifications
* At least 2 years of practical experience gained within a professional or school theatre environment

### Desirable

* Current First Aid Qualification
* Driving Licence
* Industry Standard Qualifications (LOLER, PUWER etc)

## Knowledge and Experience

### Essential

* Experience of working broadly across technical disciplines
* Up to date knowledge of Health & Safety legislation
* Knowledge of equipment hire, purchase and budgeting processes

### Desirable

* Experience of Stage Management
* Experience of scenic construction
* Knowledge of hemp line flying systems
* Knowledge of programming and operation of lighting consoles
* Knowledge of working with digital and analogue sound desks & associated sound equipment
* Knowledge of theatrical power, power distribution and equipment
* Experience of working with young people

## Skills and Abilities

### Essential

* Strong organisational skills with the ability to plan, prioritize and work calmly to meet deadlines;
* Ability to maintain technical equipment;
* Ability to give technical advice to colleagues and pupils;
* Excellent communication skills with the ability to build effective working relationships with colleagues and pupils;
* The ability to work well as a member of a small team and to understand and adapt to the culture of an independent boarding school.

## Personal Attributes

* Professional, pro-active with a can-do approach
* Enthusiam for expanding own skill base through working across different technical production disciplines
* Ability to work methodically, show planning and order across all tasks, whether involved in solo or teamwork
* Ability to complete practical tasks, including manual handling, as required

## Other Requirements

* Flexible and able to work evenings and weekends. Hours may need to increase during peak production periods but time off on lieu will be given during quieter periods/outside of term time.