



GIGGLESWICK
SCHOOL

Theatre & Performing Arts Technician

Applicant Information Pack



Overview

Giggleswick School is a co-educational boarding and day school situated in the stunning rural location of the Yorkshire Dales, within walking distance of the popular market town of Settle and just over an hour from both Leeds and Manchester.

The School demonstrates all the characteristics you would expect to find in an excellent independent boarding school. It is exceptionally good at discovering and nurturing individuals' strengths; it is a friendly, supportive community with excellent pastoral care; it provides a breadth of educational opportunities, subjects, and cocurricular activities; and pupils achieve strong academic performance. All of this is delivered by dedicated, high quality teachers and support staff.

History

Giggleswick's fascinating five centuries of history started in 1512 when Henry VIII was on the throne. Since his son Edward VI granted the School a Royal Charter in 1553, it has enjoyed four campus rebuilds, close links with prestigious academia and the Church, and alumni have contributed to all walks of life. Giggleswick's half-millennium of tradition and evolution has earned it a well respected place at the heart and head of its community and the educational landscape of the country.

What makes Giggleswick distinctive is participation. The school community delights in seeing growth through the experience of trying something new and being surprised at what one can do. Giggleswick's emphasis on wide participation has two other benefits: students not only do the things they excel at, but also learn how to seek and offer support within and between year groups. Participation is also true of the staff in School – they are widely involved in the interests and activities of the pupils, collaborating with them for mutual benefit and enjoyment. The school believes that both factors create the warm respect that exists between pupils up and down the School, and between all staff and pupils.

Over the years, Giggleswick expanded its age range, opened to girls and the curriculum broadened. The landmark School Chapel was built to commemorate Queen Victoria's diamond jubilee and enviable facilities were added, including one of the first heated indoor swimming pools in the country.



The School

Location & Facilities

Giggleswick is perfectly located on the edge of the Yorkshire Dales National Park, home to some of Yorkshire's most iconic scenery and attractions. Manchester, Leeds and York are all just an hour away, with the popular towns of Ilkley, Skipton, Kirkby Lonsdale, Clitheroe and Kendal all within the School's day and flexi boarding catchment area.

With spectacular limestone valleys, picture postcard villages and historic castles, it is a place that stirs the emotions and stimulates the senses. The School's idyllic setting gives life at Giggleswick a real sense of adventure and discovery, where children have the space and freedom to grow as individuals and develop a lifelong love of learning.

Ethos & Values

There is a real sense of community throughout the campus with a happy, relaxed and purposeful atmosphere where pupils are polite and welcoming. The School promotes a real 'can do' philosophy through encouragement and support for pupils to have a go at a range of activities – and the pupils thrive on it. Day pupils are also fully integrated into the life and ethos of the school.

The campus and facilities provide an impressive modern learning environment with the Pre-school, Junior and Senior School sharing the 215 acre site. The Richard Whiteley Theatre hosts a full programme of live productions, music and dance, as well as being used for drama lessons and CAS (Creative, Active, Service) activities. Other on-site facilities include the Chapel, The Glover Art Studio, an observatory, a swimming pool and a mountain bike trail. There is also a state-of-the-art multi-activity sports hall and fitness centre, tennis and squash courts, astro-turf for hockey, cricket, rugby and football pitches and a golf course.

“How can they bear to tear themselves away from this happy place in the Yorkshire Dales?”

Tatler, 2019



The School

Senior School

With 314 pupils aged 11 to 18, the Senior School is large enough to offer a wide variety of teaching and learning across a six-day week, but small enough to offer close tutorial support, small classes, and opportunities for everyone to get into teams or to take part in music, art, drama, outdoor pursuits and all the other activities we offer. Our academic standards are high across a broad curriculum and we embrace a breadth of ability, supporting each child to achieve their personal best. At Giggleswick, success is not just about grades and academic skills. We put an equal emphasis on personal development, helping young people to build confidence, resilience and independence, and to take responsibility and initiative.

The Department

The Richard Whiteley Theatre (RWT) was built in 2010 thanks to a generous bequest by the TV presenter, former pupil and governor of the school, Richard Whiteley.

The theatre is equipped with the latest technical facilities to enable state of the art sound and lighting design alongside fantastic productions. The majority of events are open to the public and the programme ranges from touring companies to films and school productions.

The School has seven boarding houses, each with Senior House Staff, Matrons, and a full team of Tutors. As a modern boarding and day school we offer a wide range of options tailored to fit the needs, lifestyles and budgets of families based locally, nationally and internationally. Students can choose to be a day pupil, a full boarder, 3 or 5-night flexi boarder or board occasionally if there is an activity in school that's not to be missed.

The RWT provides opportunities for students to see exciting, cutting edge work, undertake workshops with professional theatre makers and take part in post-show discussions. These unique opportunities provide Giggleswick students with a genuine insight into the world of the professional theatre maker.



The Role

Summary

To deliver high quality support to the technical operation and running of performance spaces in the Drama and Music Departments. This includes academic and co-curricular school productions, a busy programme of commercial events such as touring theatre, cinema, concerts and lectures alongside venue hires and other events.

To additionally assist the Music Department in concerts, recordings and maintenance. The Theatre Technician will also provide technical support for major school events, over a seven-day week, and participate fully in the annual maintenance cycle of performing arts equipment.

The successful candidate will start on 1 September 2021.



General Responsibilities

Main duties

- Carry out the duties of Theatre Technician to ensure the smooth operation of all technical aspects which could include but not limited to Sound, Lighting, Rigging and Stage Management
- Supervise casual or volunteer technical staff where needed. This will include the supervision of pupils working in technical roles on productions
- Supervise and assist visiting companies with get-ins and get-outs when required
- Ensure current Health and Safety Regulations are observed at all time and that work is carried out in accordance with agreed safe working practices
- Contribute to Risk Assessments, Method Statements and Safe Systems of Work
- Keep all technical areas clean and tidy including but not limited to the stage, control rooms, backstage areas, prop and costume stores
- Take the lead in maintenance and upkeep of Chapel sound and video systems
- Undertake maintenance of performing arts equipment as part of an annual cycle that includes cleaning, portable appliance testing and statutory inspections
- Carry out set construction, fit up and get out for school productions in conjunction with visiting designers and other staff

Other duties

- Support the work of the Music Department in academic and co-curricular recordings and concerts
- Work with Music Department staff to establish equipment and maintenance needs
- Work with Junior School and Pre-School staff to support performances and events as required
- Provide technical support for major school events in the Senior, Junior and Pre-schools
- Assist with academic drama performances through technical support, the mentoring of students being examined in technical elements and the recording of performances for examination

- Setup and run a co-curricular activity for students interested in technical theatre with the aim of students completing the Performance Support Award
- Deputise for the Theatre Manager when required, with responsibility for Security and Fire Safety
- Keep abreast of industry developments and working practices through membership of the Schools Theatre Support Group, the School's membership of the ABTT and by attending trade fairs and conferences
- Undertake any other reasonable duties requested by senior staff

Health & Safety

- You have a legal duty to take reasonable care of your own healthy and safety and that of others and you are expected to be familiar with, and adhere to Giggleswick School's Health and Safety Policy

Child protection

- Giggleswick School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach

in the context of your role and to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster

School values

- Ensure your work, communication and approach conforms to the brand values and style of the School. Keep up to date, and comply with the Giggleswick School's Rules, Policies and Procedures at all times, as detailed in the School handbook

The Person

Essential

- A qualification in technical theatre or significant experience in one or more disciplines. A bias towards sound design, live mixing for theatre and recording would be advantageous
- A demonstrable knowledge, understand and enthusiasm for the performing arts
- Knowledge of electrical principles and electrical safety, alongside the correct rigging procedures for theatre
- A reasonable knowledge of AV setup and control, including projectors, computers and other associated equipment
- Experience in supervising get-ins and get-outs
- A willingness to work unsocial hours (evenings and weekends)
- To work at height and engage in all areas of technical theatre
- Knowledge of ETC Eos lighting desks and Allen and Heath QU series sound desks
- Excellent IT Skills to include all Microsoft applications
- The ability to communicate clearly and appropriately with a wide range of people

- A good understanding of current Health and Safety Regulations, including LOLER, PUWER and Working at Height
- The ability to prioritise work effectively, using initiative, thinking calmly, clearly and laterally. The ability to work alone or as part of a team is vital

- A sense of humour

Desirable

- Experience of working with young people aged 5-18
- A driver with own car
- An experienced user of QLab for audio and video
- Qualifications including but not limited to:
 - First Aid at Work
 - Safe Use of Tallescopes
 - Working at Height including the Safe Use of Ladders and Scaffold Towers
 - City and Guilds Portable Appliance Testing
- Carpentry and/or metal work skills for the theatre and experience of set design and realisation
- An interest in video design and editing



Terms of Appointment

We offer a competitive and desirable package that includes:

- £18,000-£22,000 per annum, dependent upon the skills and experience of the candidate
- Eligibility to join The Pension Trust
- Where relevant, a generous fee remission to Senior & Junior School aged children of the successful candidate (excludes Pre-school)
- Lunches provided free of charge during term time.

The successful candidate will start on 1 September 2021

- Free access to on-site facilities, including gym, sports courts and swimming pool
- 52 week contract, full time permanent position
- 35 hour week including evenings and weekends
- 25 days holiday plus bank holidays
- Assistance with accommodation may be available

How to Apply

For further information and an application form, please visit our website www.giggleswick.org.uk or contact Rachel Attack, Human Resources Manager, on 01729 893016, or by email hr@giggleswick.org.uk.

If you would like to apply for this post, please complete and send the following information to

hr@giggleswick.org.uk

- A completed application form (no CV's please)
- A covering letter of not more than two pages summarising your ability related to the information outlined in the role

The closing date for applications is midday 3 June 2021.

Shortlisted candidates will be invited to interview w/c 7 June 2021.

We reserve the right to close this vacancy early, subject to receiving suitable applications. We therefore encourage you to apply at your earliest convenience.

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact **Rachel Attack, Human Resources Manager**, reattack@giggleswick.org.uk.

Child Protection & Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Child Protection Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

All school policies can be found on our website, **www.giggleswick.org.uk**.



GIGGLESWICK
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Giggleswick is a registered charity no 1109826