



Halliford
School
SHEPPERTON

DRAMA & LIGHTING TECHNICIAN

Halliford School is looking to appoint a Drama and Lighting Technician to work term time with the Drama Department. The role will provide the right candidate the opportunity to get involved in the sound and lighting for school productions and assist with students taking GCSE and A Level Drama. The Drama Department is a lively, creative and busy department.

There would also be the requirement to assist with other internal and external events where sound and lighting is required which may involve evening and weekend work.

RESPONSIBLE TO:

Head of Drama

RESPONSIBLE FOR:

Assisting the Drama department with Academic and non-academic Drama and School wide events. The role will include the operation of sound and lighting equipment in the performance spaces; costume and prop sourcing; set construction, and event supervision. There is also scope to develop, depending on the skills and interests of the successful candidate. This position is full time with flexible hours to be negotiated with the Head of Drama.

PRINCIPAL DUTIES

Technical:

- Planning, rigging and plotting of lighting designs for school productions, events as well as Assemblies, Open Days and Celebration Events.
- Supporting concerts as sound engineer, incorporating set up of equipment and operation through key rehearsals and concerts.
- Setting up the theatre and other performance spaces in school for events including morning assemblies, lectures and open mornings / days. Supporting use of AV, including video editing as and when required.
- Running a student tech-club with the provision of technical support for ad hoc events and performances.

Stage management, Set Building and Design:

- The stage management of the Drama Department productions.
- Maintaining the costume, prop and furniture stores.
- Designing and constructing sets for school productions and academic exams.

- As appropriate, liaising with external companies to ensure the smooth administration of hire periods, ensuring that items are ordered, delivered and returned according to relevant production schedules.

Academic:

- To work with GCSE and A level students which choose to study Technical Drama
- To gain an understanding of the AQA, GCSE and OCR A level Drama specification for technical students and assist the Drama department in implementing it.
- To assist technical students with their practical exams and coursework.

General:

- Assisting Drama Department staff in developing the students' technical theatre skills.
- Display a keen interest in working with young people and developing their passion for technical theatre and design.
- Ensure that all Health and Safety requirements are met when working and inform the Theatre Technician of any breaches of Health and Safety that may affect the theatre, other performance areas or equipment.
- Keep the theatre safe for students, staff and visitors to school. This will include maintenance of the removal stage, seating areas, stage and back stage areas.
- Carry out any other reasonable duties as may be determined by the Head of Drama within the scope of the post.
- Adhere to the School policy on safeguarding and update training as required.
- Ensure the safeguarding and well-being of children and young people at the School in accordance with school policies.
- Ensure the theatre is kept clean and tidy. Provide adhoc cleaning required in the theatre as directed by the Premise Team.

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

Personal Specification

Key skills, Knowledge and Experience	Essential	Desirable
Possess a relevant degree or relevant professional experience		X
Experience of technical theatre	X	
Previous experience of working in a school setting		X
Experience of theatre lighting/Sound systems	X	
Experience of Lighting Design	X	
Previous stage management experience		X
Experience in preparing Risk Assessments for the theatre and productions.	X	
Have a good knowledge of plays for performance.		X
Ability to work well with students who are interested in technical theatre	X	
Ability to work on your own initiative and be organised and methodical	X	
Team player, able to work co-operatively with staff and students and be prepared to assist with appropriate tasks as directed	X	
To be very organised and calm under pressure	X	
To be able to rig and operate various projectors for School events.	X	