



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

SENIOR TECHNICIAN (Theatre & Events)

Section:	Ashton Theatre	Salary Range:	See section 6
Responsible to:	Director of Drama General Services Manager	Hours of Work:	Full-time hours – 40 (but flexible working hours over a 7 day period)
Status of position:	Permanent, Full Time		

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

Performing Arts

The Ashton Theatre at Shrewsbury School plays host to a variety of plays and productions put on by the School and other external organisations. The theatre is managed by the Director of Drama who is a member of the teaching staff.

The Music Department aims to give as many boys and girls the opportunity to partake in the rich musical life on offer at Shrewsbury School. The Music Department is located in the Maidment and is managed by the Director of Music who is a member of the teaching staff.

Events

Shrewsbury School hosts a wide range of events throughout the year. We have magnificent grounds with a wide range of venues and superb leisure facilities all of which make it the ideal place for events and courses to be held.

During School holidays a number of external organisations have chosen Shrewsbury School and its facilities as the most suitable venue for their course. Many of these courses are residential; some are for children and other adults. Almost all of these courses are run over the Easter, half-term, and/or summer holidays. The General Services Manager is responsible for external events.

The Senior Technician (Performing Arts & Events) will become involved with supporting internal and external events.

2. MAIN PURPOSE OF ROLE

This is a key support position in the extra-curricular life of the School. The Senior Technician (Performing Arts & Events) will take responsibility of all technical areas within Shrewsbury School's Theatre and other school venues.

Performing Arts

The Senior Technician (Performing Arts & Events) will work closely with the Director of Drama to agree programmes of work and overall policies for the provision of technical support and equipment and the day to day running of the School Theatre. The Senior Technician (Performing Arts & Events) will co-ordinate and supervise dress rehearsals, recitals and theatre performances. This supervision includes, but is not restricted to supervising production crews, co-ordinating changeovers between plays, concerts, events during rehearsal/performance period, and may include technical support as required. In addition during the Summer holiday's the post holder will be extensively involved with the Edinburgh Fringe in liaison with the Director of Music.

Events

The Senior Technician (Performing Arts & Events) will provide technical support for other school venues and events around the school site, including assemblies, lectures, concerts, house events and chapel services.

3. LEVEL OF POSITION

The Senior Technician (Performing Arts and Events) will report to the Director of Drama (term time) and General Services Manager (School Holidays) with a close working relationship with the Events Manager.

The General Services Manager will be responsible for carrying out the Senior Technician (Performing Arts and Events) appraisal's, training and development and authorisation of annual leave.

4. OVERVIEW

The closing date for this position is **Friday 5 January 2018, 12 noon**

First interviews will be held on **Thursday 11 January 2018**

Second Interviews will be held **Tuesday 16 January 2018**

Please refer to the Person Specification within this document for further details of essential and desirable criteria.

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The Senior Technician (Performing Arts & Events) will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities (TERM TIME):

Production Management:

- To manage and supervise all necessary technical support (including audio visual) for all events held in the theatre whether organised by the School or external organisations (theatrical performances, visiting theatre companies, lectures, House Plays, Salopian Week events etc).
- To manage, operate, maintain, set-up and dismantle electrical, lighting and sound equipment in all areas of the school, but mainly in the Theatre.
- To be responsible for co-ordinating of/for visitors using Ashton Theatre (both during term-time and school holidays)
- To lead production meetings and manage production and capital budgets in liaison with the Director of Drama.
- To provide an overview of the technical specifications of each teaching and performance spaces.
- To line manage the Theatre Apprentice.
- To provide oversight of the training of pupils who wish to develop their technical skills in the theatre (potentially developing this area as a Thursday activity, in liaison with the Director of Activities, for pupils).
- To supervise pupils working as part of the stage crew and, on occasion, pupils acting as Stage Managers.
- To provide and supervise technical support for events in venues other than the Ashton Theatre (including but not limited to the Alington Hall, Chapel and Music School), as detailed in the published fasti each term and in liaison with the Events Manager.
- In addition to the above to provide technical support for the School's speech day which will involve some evening and weekend work at the end of summer term.

Equipment and Health & Safety:

- To regularly monitor health and safety issues in the theatre and to ensure that an appropriate level of safety consciousness is maintained by all users of the theatre at all times.
- For portable equipment, to maintain a record of where each item of equipment is, under whose supervision and when it is due back, including chasing equipment which is late back, or asking the Director of Drama to do so.
- To liaise with the maintenance department to delegate work / ensure compliance in a variety of working practices.
- To manage all aspects of set design and construction.
- To manage, in liaison with the Director of Drama / Head of Theatre Studies, the theatre budget, co-ordinating the sourcing and purchasing and / or hire of all equipment (lighting, sound, rigging, materials, props etc) and services in support of the Live Events Programme.

Other General Responsibilities

- To manage the Ashton Theatre Production calendar in accordance with the Fasti.
- To ensure that all performance spaces are returned to their pre-production state including the booth, backstage areas and dressing and make-up rooms.
- To perform any other tasks or duties within competence that may be reasonably be required by the Director of Drama / Head of Theatre Studies.
- To create spreadsheets, production reports and the production calendar using Microsoft Office.

Main Responsibilities: (SCHOOL HOLIDAYS)

Production Management:

Edinburgh Fringe

- The Senior Technician (Performing Arts & Events) must be in attendance at the Edinburgh Fringe Festival each year to provide technical support (normally 3 weeks in August).
- To provide technical support to include set building (on a small scale), lighting, sound, construction, painting, general electrical an equipment maintenance at the Edinburgh Fringe each year.
- To plan construction schedules and budgets for upcoming productions liaising the Director of Music.

Events

- To liaise with the General Services Manager and Events Manager in regard to technical event support for events and commercial lettings.
- To support the commercial lettings customer or key clients using the theatre during School holidays.
- To liaise with the Events Manager in regard to Fasti events before each term starts, being responsible for organising the necessary equipment, materials etc.

Equipment and Health & Safety:

- To maintain all relevant documents and policies in the Theatre.
- To liaise with the Estates Department in order to plan and undertake a routine maintenance schedule of all performing arts and events equipment including regular portable appliance testing.
- To implement and review risk assessments of each event in liaison with the Operations and Compliance Officer.
- To maintain a comprehensive system for regular safety checks on all technical and electrical equipment in the theatre.
- To ensure that all properties and equipment (including prop and costumer stock) are stored in good order and that stock records are regularly updated.

Other General Responsibilities

- To maintain the Ashton Theatre in a good level of tidiness and repair.
- To update foyer presentations / website.
- To be a keyholder for the Theatre and be aware of security for equipment, building, staff and pupils and how this can be maintained to the highest possible standards.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

6. TERMS AND CONDITIONS OF EMPLOYMENT

(Any appointment, following the recruitment process, will be subject to an employment contract if successful, however listed below are some of the main conditions of service which may be of interest)

SALARY:	The salary will be discussed with the successful applicant and will be dependent upon the successful applicant's qualifications and experience.
HOURS:	<p>The position is a full-time role working during term-time and during school holidays. The normal working hours are 40 hours per week. There will be occasions when there is a requirement to work during the evening and weekends to meet the demands of the School.</p> <p>Shrewsbury School is a boarding School and the Senior Technician (Performing Arts & Events) must be able to work flexibly especially during term-time.</p>
HOLIDAYS:	The Senior Technician (Performing Arts & Events) will be entitled to 28 days holiday per annum plus Statutory Bank Holidays. (Please note that it will be necessary to work on Public Holidays which fall within term-time).
SICKNESS:	The Senior Technician (Performing Arts & Events) will be able to join the School's contractual sickness scheme after the first six months of employment. Further details can be found in the recruitment guidance notes.
PENSION:	All support employees are eligible to join Shrewsbury School's Pension Scheme (employee contributions 5% and employer contributions 7.5%) subject to auto-enrolment regulations.
LIFE INSURANCE:	You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
OTHER BENEFITS:	The Senior Technician (Performing Arts & Events) will enjoy the benefits of a free lunch in KH when the kitchens are in operation, together with the use of the school's sports facilities when not in use by pupils.

Any offer of employment will be subject to satisfactory DBS Certificate, medical report, copies of relevant qualification certificates and three references before commencement of employment.



Shrewsbury School

Person Specification

SENIOR TECHNICIAN (Performing Arts & Events)

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
<u>Qualifications</u>			
A good standard of Education	✓		A / D
A relevant qualification or equivalent professional experience in Technical Theatre, Stage Management, Theatre Design or Drama with a design production specialism	✓		A / D
A certificate in First Aid Training (training can be given)		✓	A / D
<u>Work Experience</u>			
A minimum of two years professional experience as a Theatre Technician	✓		A / D / I
Proven project management experience with excellent time management and organisational skills.	✓		A / D / I
Previous backstage or technical experience in either a professional, educational or performance environment.	✓		A / D
Ability to work safely and confidently at heights	✓		A / I
Enthusiasm for the performing arts and entertainment	✓		I
Proven ability to effectively work in a multi-tasking environment, including building maintenance	✓		A / D / I
An understanding of security requirements in a technical environment		✓	I
Experience of Rigging, adjusting and operation of theatrical lighting equipment, power distribution, control systems and video equipment	✓		A / D / I
Setting up and rigging of scenery and stage decking systems	✓		A / D / I
Literacy, computer literacy and numeracy as appropriate to the requirements of the post		✓	A / D / I
Experience of working with young people	✓		A / I

Description	Essential	Desirable	Method used
A good sense of humour	✓		I
Ability to use wide range of portable power tools and hand tools safely and confidently		✓	A / I
Specialist Knowledge			
An excellent understanding of Health & Safety Regulations and how they relate in a theatre environment	✓		A / D / I
Carpentry skills for the construction of scenery for productions.		✓	A / D / I
Personal Skills			
Capable of working under pressure and producing a consistently high standard of work	✓		A / D
Proven ability to be able to successfully work independently and autonomously	✓		D
Ability to self motivate, confident and assertive		✓	A / D
Able to take and act upon instructions within a given time frame and in a busy working environment	✓		A / D
Must be able to project manage and problem solve	✓		D
Excellent interpersonal, communication and organisational skills	✓		A / D / I
Customer focused	✓		D / I
Must have a confident disposition	✓		D / I
Other / Special Working conditions			
Must have a flexible attitude with the ability and willingness to work weekday daytimes, evenings, weekends and on Bank Holidays	✓		D / I
Possess cultural awareness and sensitivity in working towards the aims of Shrewsbury School	✓		A / D / I