



Theatre Technician - Job Specification

Post Title:	Theatre Technician
Department:	Associate
Salary:	BEX6.1 – BEX6.4 44 weeks per year, 32.5 hours per week FTE: £30,288.00 - £31,611.00 Actual Salary: £23,518.63 - £24,545.94 pro rata
Responsible to:	
Functional links with:	All staff
Main Purpose of the role	To support the Theatre and Performing Arts team and ensure the smooth running of events in the theatre and around the school

Townley Grammar School is a leading grammar school committed to academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. We pride ourselves on providing staff with a multitude of national and international partnerships and professional development opportunities in a supportive and positive school environment.

Working at Townley is a rewarding and enriching experience. Our large team of long-standing expert and specialist staff is welcoming and friendly. Our holistic approach to education nurtures every student, enabling them to develop their potential, form friendships, and prepare for university and future careers.

Exams

- Provide technical support for GCSE and A-level exams including sound, lighting, setting up and managing film equipment.
- Editing of music and filmed exams.
- Upload filmed footage and recorded footage to appropriate areas and label according to exam requirements.
- Technical rehearsals with exam students.

Administrative skills

- Use Word, Excel, Powerpoint to a reasonable standard.
- Help with trip administration including letters, risk assessments and using the schools booking system.
- Get quotes for technical aspects for dance, drama and music.
- Create slides for performances and support assemblies using technical equipment.

- Creating purchase orders for the Theatre and Performing Arts team.
- Liaising with Site and trips coordinator.
- Creating, implementing and overseeing detailed production schedules for each project.

Technical skills

- Technical skills in Lighting to a professional standard, including programming for performances and exams, rigging lighting and maintenance of lights.
- Working at heights is essential.
- Technical skills in sound and visual is necessary.
- Understanding of Magic Q and lighting/sound design programmes.
- Maintenance of set and props including fixing, painting and building.
- Experience with power-tools and building sets as required.
- Running of technical club for students. (Lighting, Set, Sound and Costume).
- Maintenance of Wardrobe and props in the Balcony Area.
- A high level of technical theatre skills, including rigging, focusing and programming lighting, use of microphones and Q Lab.
- Significant experience of working as a theatre technician or production manager, ideally acquired in a high-performing school environment.
- Experience of strategic planning.
- High levels of digital literacy.
- keeping spreadsheets for relevant expenditure and creating reports by production.
- Overseeing all aspects of health and safety in theatre performance, teaching and ancillary spaces
- Creating individual risk assessments for each production.
- Ensuring that standing risk assessments are regularly reviewed and updated.
- Ensuring the maintenance and safety of all working areas, implementing best practice across the department.
- Playing a part in the staffing of shows during performances in a technical supervisory, fire steward or front-of-house capacity.
- Leading on ensuring that the theatre is routinely an organised, tidy and inspiring learning environment.

General Skills

- Proactive during quieter times of year with focus on maintenance and improvement of the practical spaces.
- Organised with the ability to project manage.
- Heavy lifting of equipment and sets is essential.
- Being responsible to the Director of Performing Arts for the daily running and oversight of the School's Drama and Performing Arts spaces, including the theatre, drama studio and hall
- Excellent organisational, interpersonal and communication skills.
- The resilience, drive, strength of character and sense of both humour and perspective to thrive in a fast-paced, demanding and ambitious environment.