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# Mill Hill

**Instilling values, inspiring minds**

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

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## Mill Hill School

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# Performing Arts and Media Technician Candidate Information Pack



Awarded Excellent in quality  
of pupils' personal development

– ISI Inspection 2020

## INTRODUCTION

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To provide creative design and technical support for our School events, predominantly (but not solely) run by the Drama and Music Departments. You will have a relevant qualification and/or experience in sound or lighting (including set up and maintenance of theatre lighting and sound systems).

**Closing date for applications: 9.00am on Friday 17 September 2021**

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### Key facts about this role:

#### Contract Type

PERMANENT, TERM TIME ONLY

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#### Salary

£25,000

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#### Hours:

40 HOURS PER WEEK, MONDAY TO FRIDAY, 8:30-17:30, BUT DUE TO THE VARIOUS PRODUCTIONS THIS ROLE SUPPORTS, YOU MUST BE WILLING TO WORK FLEXIBLY INCLUDING ATTENDANCE AT EVENINGS/WEEKENDS AT CERTAIN TIMES OF THE YEAR TO SUPPORT CONCERTS AND PERFORMANCES FOR WHICH TIME OFF IN LIEU WILL BE GIVEN.

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#### Pension

CONTRIBUTORY STAKEHOLDER  
PENSION SCHEME

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‘A vibrant, buzzing school, with a solid academic underpinning and an outstanding extra-curricular programme producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed. ‘A very happy place to be,’ is the consensus of parents and pupils.’

– Good Schools Guide Review 2020



# THE SCHOOL

## Mill Hill School

Founded in 1807, Mill Hill School is an independent co-educational boarding and day school with 850 pupils aged between 13 and 18, of whom 310 are in the Sixth Form. The School is one of five in the Mill Hill School Foundation, which comprises Pre-preparatory, Preparatory Senior Schools as well as an on-site International School and Cobham Hall.

We are situated in a magnificent 120-acre parkland campus on the edge of the North London Green Belt, providing a wonderful environment in which to work. The School is very much a community, particularly given the central importance of boarding: we are unusual for a London school to be offering full and weekly boarding, with over 180 boarding pupils. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change..



# THE DRAMA DEPARTMENT

An enthusiastic AV Technician is required for September/October 2021 to join a growing team within the School's Drama department. This role coincides with significant investment by the School in the department. The Drama team has been bolstered by the creation of two new management positions for September 2021, The Director of Theatrical Performance and Head of Academic Drama, who are supported by a further two Drama teachers and the soon to be appointed technician. The department's facilities has also received significant investment in the past 6 months.

The Patrick Troughton Theatre is the focus of the department and provides a great teaching and performance space, which includes retractable seating and full lighting and sound systems. In addition to the Patrick Troughton Theatre, there are further Drama specific teaching spaces, generous office space and a Video Production Unit located within the Computer Science and IT department. Finally, the Drama department also has access to the Main Assembly Hall (The Large) for our Major Productions which has a full size stage, lighting rigs and sound system.

## **Curriculum**

In the Fourth Form (Year 9) Drama lessons are practical, designed to give an appreciation of a wide variety of Drama styles. Improvisation, game playing, mime and other Drama skills are introduced. Pupils have to learn to work positively with each other, problem - solving in small groups. We aim to promote self - confidence, creativity and co - operation during these sessions. Ideas are articulated through discussion and presentation. The curriculum is designed to inspire pupils to take the subject at GCSE. In the School follows the OCR syllabuses for both GCSE and A Level qualifications.

## **Co-Curricular Drama Activities**

The Department organises a range of activities which allow opportunities both for pupils to express themselves and support the development of those pupils who are taking formal academic qualifications.

Biennially, the department runs the hugely competitive House Drama festival where pupils from across the School develop and perform plays which are judged by an external adjudicator. In the alternate year, the department produces and performs a major production.

A new annual Lower School play is also being introduced in the Summer Term. Last year, despite the restrictions the department even found time to put on a Christmas pantomime and will be looking on doing something similar for 2021.

The newly appointed Director of Theatrical Performance is looking to further increase the number and range of opportunities for our pupils as an immediate priority. The planned Technical Theatre Club activity being led by the successful applicant, is one such project.

The department is also looking to create its very own Theatre Company this academic year, significantly develop the programme for the Drama Scholars and increase the number of Drama related educational visits.

# MAIN DUTIES AND RESPONSIBILITIES

- > To provide technical support for rehearsals and performances of School events, which will be primarily led by the School's Drama and Music Departments. This is likely to include working creatively with staff on technical design, setting up and operating equipment for live performances and audio/video recordings, use of lights/projectors and sound systems, performing stage management duties, organising staging and co-ordinating seating for performances
- > To help pupils develop technical sound and lighting knowledge and abilities including guiding them through the process during productions. This could also include running a technical theatre club
- > To encourage all users to work safely in these areas, ensure Health and Safety regulations are adhered to and maintain security of these areas if necessary. There is likely to be significant ladder work involved
- > Assist with creative design and construction of sets
- > During COVID times, assist in the production, filming and sharing of performances, Chapels etc. via online methods
- > To take on the role of AV technical, alongside the existing AV team, creatively designing and operating lighting and sound for School productions and cross Foundation events
- > To assist/facilitate pupils during practical elements of their academic work where required, including guiding individuals or small groups through technical options of the GCSE drama specification
- > To research, select and order goods and materials where authorised within the departmental budget
- > To assist in managing and organising storage areas within the performing arts areas including set/costume/props/technical equipment/tools
- > To assist in the update of all equipment and complete an annual stock-take
- > To take responsibility for the timely electrical testing of designated equipment, ensure compliance with Health and Safety procedures in Performing Arts and liaise with Estates staff over all other maintenance
- > Support and develop display work in core departments
- > Assist in the production of performance related literature (programmes, posters etc.) and support the presence of the Performing Arts on the School's Social Media
- > Responsible for the recording and maintaining a catalogue (video/audio) of school performances and drama examinations, and subsequent editing, copying and distribution.
- > To work with the existing AV team to provide technical support for whole school presentations i.e. Open Days, Foundation Days and assembly work when requested

- > To help ensure the logistical considerations of performances are completed in good time, which includes booking of facilities, equipment and staff and the events operate within the guidance of the Risk Assessments
- > Play an integral part in the planning and delivery of relevant Inter-house competitions
- > Assist in the delivery of some aspects of relevant Scholarship Schemes
- > Commit fully to the Co-curricular aspect of the School

## General

- > Provide support to other departments, as required
- > Participate in training and development activities and programmes; attend and participate in meetings, as required
- > Assist with the creation of promotional/instructional material and activities from outside of the Drama and Music departments that would benefit from your expertise and experience
- > Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
  - > Safeguarding
  - > Health, safety and security
  - > Confidentiality, and
  - > Data Protection
- > Perform any other duties as requested by the Head, Deputy Heads or Head of Department commensurate with the post

*This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder*



# PERSON SPECIFICATION

## **You should be able to demonstrate the following:**

- > Understanding of Child Protection and Safeguarding issues
- > Understanding of Health and Safety
- > Working knowledge of lighting and sound design for the Theatre
- > Knowledge of Music technology and recording equipment
- > A good knowledge of digital film recording and editing
- > Understanding specialist terminology
- > Able to work on own initiative
- > Working background and interest in the Arts and Creativity (Drama, Music, Media and Dance)
- > Highly supportive attitude to working with both adults and young people
- > Ability to relate to young people
- > Good interpersonal and communication skills
- > To be prepared to develop the role, with further training if necessary
- > The ability to operate / lift / move heavy equipment within H&S Guidelines
- > Ability to adapt to change
- > Willingness to be realistic about workload and expectations

## **Desirable**

- > Knowledge HD video recording and editing
- > Knowledge Radio microphone systems
- > Knowledge of audio re-enforcement in live and studio environments
- > Current certificate for working at heights
- > Experience of stocktaking and resource management
- > Experience of working within an education environment
- > Experience working within the performing arts industry
- > Team leadership
- > Teaching young people/ youth work
- > Film maker / Musician / Performer
- > Specialist knowledge of recording studio facilities and software
- > Knowledge of music notation software e.g. Sibelius, Dorico, Flat.io



# HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **[applications@millhill.org.uk](mailto:applications@millhill.org.uk)** by **9:00am on Friday 17 September 2021**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **[applications@millhill.org.uk](mailto:applications@millhill.org.uk)**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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