



REPTON

PRODUCTION MANAGER

Full Time

2025





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Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

In the March 2020 Inspection, Repton was deemed to be 'Excellent' in both Achievement and Personal Development, confirming our commitment to an ambitious and holistic education. This was repeated in 2024. Reptonians are taught in enviably equipped classrooms which are linked through cutting-edge technology and creative teaching and learning. Repton prides itself on individual achievement born of the community confidence of the boarding house system.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China and Cairo with plans to open a further four over the next few years.

We are now seeking to appoint a Production Manager. The successful candidate will be pivotal in delivering outstanding performance experiences for pupils, staff and the school community.

Sarah Greig

Chief Operating Officer



An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and The Arch. The latter is all that now remains of the Priory's original gatehouse, and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has more than one thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).



Production Manager: The Role

Reporting primarily into the Director of Drama on a day-to-day basis during term time and Repton Enterprises outside of term time, the School Production Manager will work closely with the Drama, Music and wider school departments, as well as the Enterprise team to maximise performance experiences for pupils, staff and the school community as well as third parties who hire school venues. The key elements of the role include:-

- Responsibility for all aspects of the day-to-day operational running the Performing Arts spaces, predominantly based within the 400 Hall Theatre (main auditorium, Studio Theatre, backstage areas and foyer)
- Providing direct support for all aspects of the technical elements of productions and events undertaken by the school or third-party bookings in the 400 Hall Theatre, Music and Art schools, and other areas of the school
- Responsibility for the production of high-quality sound and video content as collateral for academic, co-curricular, marketing and commercial output



Key Areas of Responsibility

The School Production Manager's main duties are:

Facility Management:

- Maintaining the Music school and 400 Hall theatre sound system equipment, IT special effects and media systems of the Performing Arts departments, attending appropriate training to ensure up-to-date competence in these areas
- Manage all technical and operational aspects of the music and theatre equipment, maintaining lighting systems, associated technologies and related equipment
- Liaising regularly with the Head of Contemporary Music to ensure that audio equipment and other resources are regularly audited and shared across the two departments. The Production Manager will have access to the Music Studio when required to maximise production facilities across the site.
- Efficient management and control of the drama storage areas within the 400 Hall Theatre, Studio Theatre, foyer, backstage areas and auditorium (in conjunction with other members of the Drama Dept.)
- Manage the use of the 400 Hall Theatre, including maintaining a booking system and schedule of events for both internal and external use
- Take ownership for the box office system for all Drama department (and wider school as required) events in the 400 Hall Theatre
- Providing technical services to support the wider school community in their use of the 400 Hall Theatre such as:
 - Marketing & Admissions for Open Mornings and information evenings
 - Parent meetings
 - Lectures and presentations
 - INSET Days
 - Socials & other school events
- Responsible, alongside the Health & Safety and Fire Manager for monitoring and maintaining all Health & Safety compliance in the 400 Hall Theatre Building, including risk assessments. Be aware of all regulatory requirements, including being up to date with Health & Safety legislation best practice.
- Responsible for Portable Appliance Testing of theatre lighting and equipment

Academic:

- Attending and supporting drama lessons as requested to video and edit exam pieces.
 - Assisting with the technical requirements of academic Music and Drama classes as required.
 - Mentoring pupils who take technical Performing Arts options at GCSE and A-Level as requested
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- Provision of occasional technical workshops to benefit Repton pupils interested in pursuing lighting and sound design in their academic drama skill, in addition to running prep school technical workshops
 - Liaise with the Directors of Drama and Music to provide all necessary support to pupils studying Drama and Music.
 - Maintaining an up-to-date knowledge of the specifications for GCSE and A-Level Performing Arts subjects
 - Run co-curricular activities and sessions in order to train and encourage pupils interested in providing support for Performing Arts productions
 - Oversee the delivery of Drama Productions:
 - Providing technical support during rehearsals and production of Drama performances
 - When productions involve collaboration with the Music Department, the Production Manager will work closely with the Head of Contemporary Music and Director of Music to ensure sound production is of the highest possible quality and consistency
 - Supervising and / or running of technical systems during performances
 - Recording and updating 400 Hall (including wider Drama department) inventory.
 - Preparation and supervising building of sets as required
 - **Enterprise Bookings:**
 - Liaise with the Enterprise Team to manage all external commercial bookings where use of the 400 Theatre or other areas where technical support is required
 - Support the Enterprise Team in creating marketing collateral to promote the Theatre facility to external customers
 - Work with the Enterprise Team to create a Theatre 'workshop' which can be promoted as a holiday camp to pupils and non-pupils alike
 - **Video and Sound Production:**
 - Lead on the production of sound and video recordings at academic and other events across the School, driving the development of this as an increasingly vital feature of the School's activity internally and externally
 - Setting up AV equipment in different areas of the school in support of Drama and other areas around the School, such as the sound system in Chapel and Pears School
 - Provide additional AV support to Repton Prep School events where required.
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Candidate Qualities

The successful candidate will be technically minded and a good problem solver. They will have excellent communication skills as there is significant interaction with all levels of personnel including pupils, parents, teaching staff and external stakeholders.

Essential qualities are:

- The ability to work in a team. This means being able to manage the expectations and demands of a number of people, and effectively communicate ideas and needs to them
- The ability to work under pressure and to tight deadlines
- A thorough understanding of Performing Arts, including production processes and theatre production techniques
- Knowledge of how to use modern lighting, sound and other technical equipment including digital video recording equipment
- An interest in theatre
- Flexibility and the ability to improvise when faced with unexpected situations
- Attention to detail



Qualifications & Experience:

An education to GCSE level is a minimum requirement, as well as previous experience in a similar role. Further qualifications / experience which will be useful to have in order to carry out the role, alongside practical experience with theatres, are:

- Proven production manager experience in the theatre and an understanding of theatrical production elements like set construction, lighting, sound, and stage management.
- A Diploma, Foundation and/or Bachelor's degree in Technical Theatre, Stage Management or Theatre Production.
- A technological or electrician background is a good basis for many of the skills needed to be a technician, for example an NVQ Level 2 and 3 Diploma in Electrotechnical Technology
- A BTEC National Certificate/Diploma in Production Arts and BTEC HNC/HND in Performing Arts
- Previous experience working in an educational setting and/or with young people is desirable, as is some experience in audio-visual work

Salary, Hours of Work & Holidays:

This is a full-time post, as a guide these hours are 08:00-17:00 Monday to Friday, with a one-hour lunch break. However, due to the nature of the post, flexibility in working arrangements will be required, including some evening and weekend work.

As the hours worked will sometimes be related to the schedule of the productions playing at a theatre, they can be irregular. When a Drama production is being performed and during the support of other school events and Enterprise lettings, the post will include long shifts, late finishes and occasionally working on Sundays.

Salary - A competitive salary will be offered, commensurate with experience.

Holiday - 5 weeks' annual leave is granted, in addition to Bank Holidays, and will be pro-rated in line with the period of employment. Holidays should be taken out of term time and coordinated with the Head of Enterprise Operations.