



Job Description

Theatre Technician

General

Oakham School was founded by Archdeacon Johnson in 1584 and is now one of the largest co-educational Boarding and Day Schools in the country. It has some 1,060 pupils ranging in age from 10 - 18 years, of whom 450 are boarders.

Reporting

To the Director of Drama

Job Purpose

To take responsibility all technical areas within The Queen Elizabeth Theatre and other school venues.

Job Details: Duties and Responsibilities

The Theatre Technician will be working closely with a dedicated and creative team of fellow professionals. They will work on a day to day basis in the Queen Elizabeth Theatre with the Theatre Manager and teaching staff, and in productions with the Director and Designer.

- Support the day-to-day running of the School's Theatre and Performing Arts facilities.
- Provide assistance as required with all supporting aspects of School productions, Drama classes and exam performances, and other School events in the Theatre.
- Liaise with the Director of Drama and or Theatre/Production Manager for all School/Drama productions and exam performances.
- Help with basic set construction and collaborating with the designer to realise designs
- Maintain all equipment and other technical resources in the Drama department, ensuring staff and students are able to utilise the equipment when required.
- Organise the filming of exam work and the transfer of recordings to DVD for exam board requirements.
- Ensure all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely and safely stored when not in use.
- Provide audio-visual technical support and advice to other School events and departments, if required.
- Liaise with the Director of Drama and or Theatre/Production Manager regarding

external hires, protecting the interests of the School and ensuring all Health & Safety requirements are met.

- Offer support and supervision of pupils undertaking technical/performance-support modules for GCSE and A-level, making sure pupils understand the processes and equipment involved.
- Liaise with the Director of Drama and or Theatre/Production Manager regarding organising materials and equipment needed for lessons, such as performance lighting, sound systems, craft materials, and some basic first-line IT / AV support in the classroom.
- Run a Technical Theatre Activity for interested pupils, allowing pupils to take an active and major role in the preparation and running of productions (within all legal and safety considerations).
- Provide first-line maintenance support for all technical equipment, machines, furniture, fixtures and fittings within the Department. When necessary, and with the express consent of the Director of Drama and or Theatre/Production Manager, contact and liaise with the School's Maintenance Dept., or arrange external suppliers/contractors for repairs and maintenance.
- Liaise with the Director of Drama and or Theatre/Production Manager in order to plan and undertake a routine maintenance schedule of all Performing Arts equipment, including regular Portable Appliance Testing, hemsps and winches and annual cleaning of lanterns.
- Monitor and maintain stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed.
- Order and obtain supplies as required in agreement with the Director of Drama and or Theatre/Production Manager.
- Maintain an inventory of all equipment and materials held and used.
- Maintain awareness of developments within technical theatre and undertake training as deemed necessary.
- Maintain a clean and tidy work space at all times.
- Ensure all Health & Safety requirements are met for daily use of the performance spaces.
- Review and implement the School and/or Theatre's Health & Safety policy, advising the Director of Drama and Theatre Manager on all Health & Safety breaches/matters which may affect the Theatre facilities and advise upon how any directives issued on Health & Safety matters are implemented.
- Compile and maintain all necessary Risk Assessments for rooms, venues, activities,

events and productions.

- Be aware of theatre security for equipment, building, staff and students and how this can be maintained.
- Any other tasks which might reasonably be requested.

Person Specification

Essential Attributes

- Excellent interpersonal, communication and planning skills
- Ability to work under pressure and meet deadlines
- Able to manage their own time and work efficiently and effectively

Essential Experience and Skills

- Excellent technical and design skills, with up-to-date knowledge of theatre systems
- Theatre industry experience in all aspects of live performance and events.
- Working, up-to-date knowledge of IT, including projector set-up, PowerPoint presentations, computer system set-up, PC and Mac-based software and specific theatre industry design programmes.
- Awareness of Resolume Arena 4 and QLab software is an advantage.
- Design, building and crewing experience in all aspects of performing arts.
- Knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use.
- Knowledge of audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques, its maintenance and refurbishment.
- Knowledge of set building, painting and design techniques and their application.
- Knowledge of theatre scenery, safe rigging and staging equipment.
- Knowledge of electrical principals and electrical safety.
- Knowledge of current Health & Safety requirements and legislation regarding theatre.

Terms & Conditions

Salary

Up to £23,600 per annum, depending on relevant skills, experience and qualifications.

Hours

The Technician (in consultation and with the agreement of the Director of Drama) is expected to manage their own time to complete the duties required, working flexible hours within a 40 hour week, **including some evenings and weekends**. A high level of commitment is expected, particularly in the weeks leading up to a major production. **A flexible approach to working hours is therefore essential.**

There will be a lot of overtime during busy periods of the term, but it is expected that this will be taken, at agreed times, as holiday *in lieu* during less busy periods and school holidays (in addition to the normal holiday allowance, to be taken in school holidays).

Holidays

25 days annual leave plus all English Public Bank Holidays.

Other Benefits

- Pension Scheme - Flexible Retirement Plan run by The Pensions Trust: employee contributes between 1% and 10%, and the School double matches this up to a School contribution of 10%. Linked Death in Service Benefit is 4 x salary.
- Option to join Health Care Cashplan with 'simplyhealth' paid for by the School.
- Option to join BUPA Select Private Medical Insurance Scheme, to which the School would contribute 10% of the individual's membership.
- Free lunches available during term time in the school dining room.
- Free use of school gym and pool at certain times.
- Childcare Voucher and Cycle to Work Schemes.
- Personal Accident Insurance.
- Free car parking on school campus.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.

HR Manager
Sept 2017