



JOB DESCRIPTION	
JOB TITLE	Theatre Manager
DEPARTMENT/SECTION	Events Department
LINE MANAGER	Director of Events
<p>SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
<p>JOB SUMMARY:</p> <p>We are seeking to recruit a Theatre Manager to be responsible for the technical management of Forest School events and curriculum across multiple venues in the School.</p> <p>You will plan and organise the smooth running of all technical aspects of productions, concerts, assemblies as well as support a range of events including conferences and private functions. Support of the Drama, Music and Activities curriculum also required with regards to the technical aspects of these subject areas. Input into the development of our technical curriculum would also be welcomed. You will line manage managing the Technical Assistant and oversee the operational management of the Theatre and other venues around the school according to the School's needs. This is a varied role requiring complex, practical technical work, and excellent time management. You will need to be confident working with all members of our school community with proven strong communication skills as well as having experience of large-scale technical work.</p> <p>You will have at least two years of experience working as a professional theatre technician in a multifunctional venue and have knowledge and experience of a broad range of technical theatre aspects such as sound, light, set building and design and stage management. You will have an in-depth knowledge of Health and Safety issues, good communication skills, and be a whole-school team player with the ability to work flexibly. Electrical installation and formal backstage technical qualifications are desirable, as is knowledge of LOLER and PUWER.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <p>Venue Management</p> <ul style="list-style-type: none">• Project manage all events and performances from a stage management and technical point of view• Lead on all production elements of events including, lighting, sound, stage management and other production elements where applicable• Manage all bookings for the Deaton Theatre, both internal and external• Ensure all events and bookings adhere with the school calendar• Be a member of the School calendar scrutiny committee	

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- Approve and support the management of short notice bookings
- Keep the venue in good working order
- Arrange changes in seating where required
- Make improvements as necessary
- Ensure all sections of the school community are able to use the theatre in accordance with a balanced calendar
- Be responsible for daily opening and shutting down of the theatre
- To ensure that during busy periods, for example school plays, that the theatre is still useable for other events such as assemblies and talks
- Work as Duty Tech
- Write annual budget and then manage to keep within agreed spending limits and to ensure the continuous upgrade of equipment and facilities
- Line Manage the Theatre technician
- Be the first point of contact for colleagues requiring technical support for an event

Production Management

- Ensure that all shows and events are delivered to a professional standard, on time, on budget and in accordance with good Health and Safety practices
- Take lead role on all technical production elements including but not limited to all aspects of lighting (design, production lx, programme), sound, AV, and staging. The PM will also run the fit-ups and get-outs, with a mixture of pupils and freelancers when needed
- Support and guide teachers and event leads enabling them to realise artistic visions
- Make sure that shows and events fit around timetabled lessons and activities in a busy and fast paced environment
- Involve pupils in the technical process where possible
- Work to budget
- Delivering shows with high-end production values
- Support the development of the events programme of Forest

Health and Safety

- Be H&S main point of contact for shows and events
- Working with Director of H&S to ensure that all shows, and events comply with rules and guidance, both in terms of scenery and other production elements but also venue use, including Covid protocols
- Supervise pupils undertaking practical work
- Act as fire marshal
- Do show risk assessments

Lighting

- Provide lighting as required for shows, events, academic talks, lectures, and assemblies, mainly in the Deaton Theatre but also in other venues around the school
- Maintain all equipment to a good standard, PAT test all specialist theatre equipment
- Act as lighting designer and programmer (with pupils) for all in house productions
- Facilitate lighting for incoming shows and hires, this may include lighting shows on the fly or working with amateur companies as lighting designer
- Work with GCSE and A Level pupils to realise their ideas for exam pieces
- Work with pupils during events such as House Drama to create the lighting for pupil directed pieces
- Identify when there is a need for improvement or upgrade to stock items, find suppliers, agree pricing and terms
- Supply temporary event power when needed
- Work with external contractors and suppliers where necessary

Sound

- Provide sound as required for shows, events, academic talks, lectures, and assemblies, mainly in the Deaton Theatre but also in other venues around the school. These events may take place in venues where there is no technical infrastructure and will require a PA setting up from scratch
- Work with digital mixers and rack mounted mixers
- Programme and operate QLab Audio
- Provide radio mics and other sound re-enforcement as needed
- Plan and execute rolling upgrades to sound equipment
- Record backing tracks and voice overs when needed
- Record events in conjunction with Videographer
- Work with external contractors and suppliers where necessary

Scenery

- Working with Drama department or event leads to design sets for school plays, concerts, and events
- To build any set pieces and prop as needed
- Work with external contractors and suppliers where necessary
- To work with Estates team where appropriate on sets/builds for events
- To be responsible for all stages of design, build, painting, fit up and get out

AV

- First line AV help including set ups to people using the Deaton Theatre (daily assemblies, parent information evenings, DoE talks, 6th Form Lectures etc)
- Work with IT department to ensure performance venues are for presentations
- Programme and operate QLab Video
- Be in-venue contact during the day when the theatre is used as a teaching space
- Specify and hire extra equipment as required by larger events

Teaching

- Support the Schools Co-Curricular Activities programme provision for Technical Theatre and Stage Management.
- Run Tech clubs as appropriate
- Support the development of technical subjects within our curriculum offer
- Conduct on the job training with interested pupils who form the technical team for school productions and events
- Assist with pupils who are applying to Drama school
- Take an active part in the careers programme promoting Technical Theatre as a viable career choice
- Work with GCSE and A Level pupils who are taking production design strand
- Work with GCSE and A Level Drama classes to ensure they can analyse technical theatre and production elements in written exams, as well as providing tech support for practical exams
- Assist Drama teachers with day-to-day technical requirements for lessons

TERMS OF EMPLOYMENT:

- Monday – Friday, 8am – 5pm and whenever required beyond these hours. This includes weekends.
- Hours worked beyond 8am - 5pm may be counted as TOIL. TOIL may be taken during Forest School holidays.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.

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- Employer death in service benefit
- Support with extensive CPD opportunities

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.