

PERSON SPECIFICATION

JOB TITLE	Theatre Manager
DEPARTMENT/SECTION	Events Department

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Good general education • Subject specific degree or qualification 	✓	✓
EXPERIENCE:		
<ul style="list-style-type: none"> • Experience of general in-house technician duties including acting as duty technician • Experience of rigging and operating theatre lighting including moving lights • Experience of sound operation and set-up for presentations • Experience of basic sound operation using radio mics, Qlab and digital mixers • Experience of theatre stage management • Experience of scenery, construction, build and rigging. 	✓ ✓ ✓ ✓ ✓ ✓	
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Familiarity with LED fixtures • Knowledge of digital and analogue sound desks and radio microphones • Intermediate knowledge of video and projection using PowerPoint and QLab • Advanced ETC EOS programmer • Lighting busking skills on Avolites or EOS • Familiarity of Art net/SACN lighting networks • Familiarity with Allen and Heath sound desks (up to Avantis or D-Live) 	✓ ✓ ✓ ✓ ✓ ✓	✓

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<ul style="list-style-type: none"> • Familiarity with 3D CAD software for creation of set and lighting designs 		✓
<ul style="list-style-type: none"> • Ability to communicate effectively and build good working relationships with all members of the school community 	✓	
<ul style="list-style-type: none"> • Excellent communication skills (orally and written) 	✓	
<ul style="list-style-type: none"> • Good attention to detail 	✓	
<ul style="list-style-type: none"> • Ability to follow scale plans and interpret non-technical drawings 	✓	
<ul style="list-style-type: none"> • Ability to follow administrative procedures and follow instructions accurately 	✓	
<ul style="list-style-type: none"> • Good ICT skills and confidence in using Microsoft Windows software including Word, Excel, and Outlook 	✓	
<ul style="list-style-type: none"> • Ability to programme and design lighting both working with directors and on an ad hoc basis. 	✓	
<ul style="list-style-type: none"> • Familiarity with EOS family lighting desks 	✓	
APTITUDES:		
<ul style="list-style-type: none"> • Commitment to continued professional development. 	✓	
<ul style="list-style-type: none"> • Highly organised with successful experience in meeting deadlines and managing conflicting priorities. 	✓	
<ul style="list-style-type: none"> • Understand the importance of confidentiality and discretion 	✓	
<ul style="list-style-type: none"> • Commitment to safeguarding and the welfare of pupils 	✓	
<ul style="list-style-type: none"> • Willingness to be involved in the wider life of the school 	✓	

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