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**Post Title** Drama Technician

**Reporting To** Head of Drama

**Hours** 25 hours per week - term time only

**Role Profile**

As Drama Technician you will play a key role in supporting the teaching of Drama and the productions throughout the year. You will be responsible for the backstage elements of the productions, including costumes, props, sound, lighting and video equipment.

**Key Duties and Responsibilities**

Costumes

* Meeting regularly with the teachers/directors of the show to discuss costume requirements
* Sourcing and buying/hiring costumes
* Making/sewing costumes where required
* Designing and planning the costumes
* Fitting costumes
* Completing expenses forms for the costumes purchased and submitting them to accounts
* Managing/organising/cataloguing the costume workshop and store room
* Clear away and pack up costumes after each production
* Get costumes washed after the productions where required
* Help to train up students who are interested in costume design
* Attend all dress rehearsals to fit students with costumes

Props and Sets

* Meeting regularly with the teachers/directors of the show to discuss set/prop requirements
* Sourcing and buying/hiring props
* Making props/set where required
* Designing and planning the props/set
* Completing expenses forms for the items purchased and submitting them to accounts
* Managing/organising/cataloguing the props
* Clear away and pack up props/set after each production
* Help to train up students who are interested in props/set design
* Help to build staging for productions

Lighting and Sound

* Meeting regularly with the teachers/directors of the show to discuss lighting/sound requirements
* Help to rig the lights before the show
* Programme lighting into lighting board ready for the production
* Help to train up students who are interested in lighting/sound
* Liaise with Henley Theatre Services regarding lighting requirements for the theatre
* Order lighting/sound equipment needed for the theatre

Marketing and publicity

* Create posters for the productions
* Update displays in the classroom and foyer space
* Regularly update noticeboard in foyer with latest news/pictures from the department
* Editing and management of videos and video equipment

Workshops and Open Mornings

* Help to prepare and attend all open mornings
* Help to prepare and attend all external workshops

General

* Attend all productions and help to get students ready backstage
* Attend trips to the theatre with the school trips where possible
* Be available to students when you are in school should they need to find a prop or costume
* Manage, organise and keep tidy the costume workshop and stores
* Keep track of the budget for different productions and ensure all receipts are kept from items purchased and expenses forms submitted to accounts
* Attend weekly Drama production meetings

**Skills and Attributes Required**

* Excellent organisational skills with an ability to work to a strict deadline
* Clear creativity and inspiration in all aspects of production
* At ease thinking outside the box
* An ability to use a sewing machine
* Proven ability to use initiative and think on your feet, being able to be flexible where needed
* Be computer literate and able to research and order items online
* Working knowledge of lighting and sound equipment, video editing software
* Good working knowledge of health and safety
* Excellent interpersonal skills with the ability to communicate well with students, colleagues and senior management

**Any other duties as reasonably required by your Head of Department or member of the Senior Management Team**

**Outline Salary and Conditions**

* A competitive starting salary will be offered in accordance with experience and qualifications. Shiplake College has its own salary structure
* A contributory pension scheme is available
* Hours will be by agreement with successful candidate
* Free lunch and supper if you are scheduled to work at meal times during term time
* Free use of gym and open air swimming pool (summer season only)
* Shiplake complies with standard employment legislation with regard to retirement

**Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer.**