



King's Worcester



Details of the post of

THEATRE AND EVENTS TECHNICIAN



The Drama and Theatre Studies Department

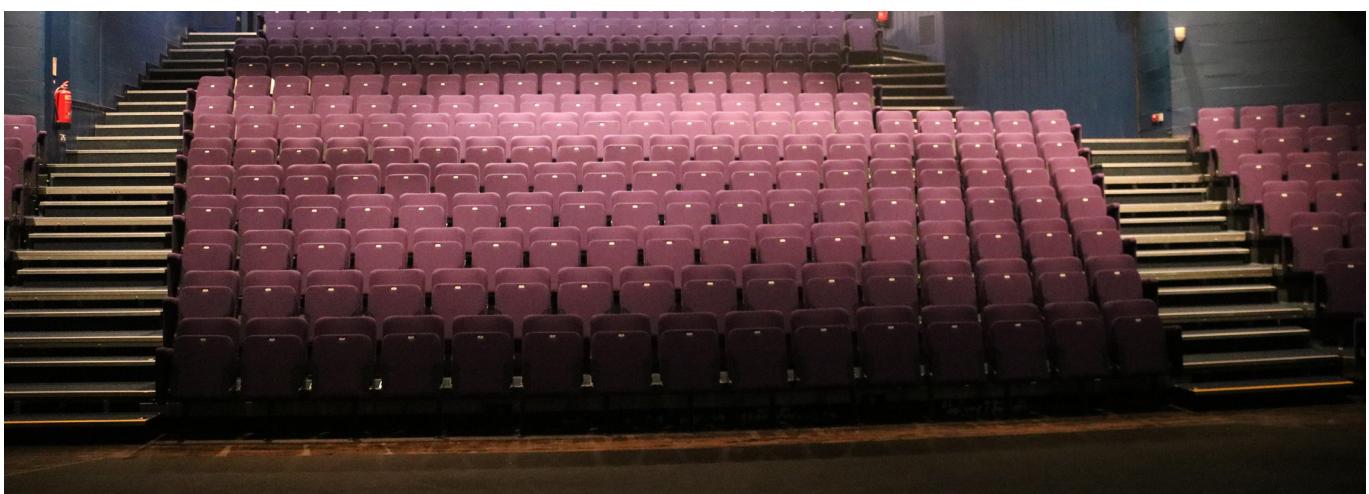
The Department is based in the Keyes Building with outstanding facilities including a black box drama studio, which is a fully operational performance and teaching space, and also an impressive dance studio. We also have access to the John Moore Theatre which seats 300 and is another fully-equipped space with modern computer lighting and sound technology. The Department is supported by two highly experienced full-time Technical Theatre staff. At present the Department is staffed by one full-time and one part-time Drama teacher and a part-time Dance teacher.



Every pupil has the opportunity to participate in a broad spectrum of theatrical activities. The performance and production work offered ranges from full-scale school plays and musicals (South Pacific, The 39 Steps, Railway Children, Little Shop Of Horrors and Return To The Forbidden Planet being recent examples), year-group performances arising out of work developed within the school drama clubs, to curricular work generated by our examination courses. Every year we also participate in external projects such as the Schools Shakespeare Festival and the National Theatre Connections Festival. Professional standards of production ensure that our performance work is an area of particular strength. Dance is a very popular co-curricular activity and there is an annual Dance Showcase featuring performances from all year groups developed in the various dance clubs. Each year there are regular trips to local theatres, as well residential theatre tours to London for Year 11 and Sixth Form drama students respectively. Recent leavers have won places on acting courses at leading drama schools or on degree courses at leading university drama departments such as Birmingham, Manchester and Exeter.



Numbers taking Drama at 'A' level and GCSE have grown steadily, and examination results are generally either very good or excellent. Students currently follow the AQA Drama specifications at both GCE and GCSE. At present Year 7 pupils have one 35 minute period of Drama and Dance for half the year, switching between the two disciplines every half term. Year 8 pupils have one period of Drama a week and pupils in Y9 can opt for a double period of Drama each week. We bring in visiting professional Drama and Dance practitioners or companies as often as possible to run workshops or classes related to curricular work or the co-curricular programme. A team of peripatetic Speech and Drama teachers work in the Senior School and both Junior Schools, preparing pupils of all ages for LAMDA examinations and for entry in the annual Worcester Competitive Arts Festival.





The Theatre and Events Technician

The Role

The successful candidate will be working within the Drama and Theatre Studies Department of the School. They will primarily be assisting with setting up and operating the School's technical theatre equipment in the John Moore Theatre and Wightman Studio but also with other events elsewhere in the School's campuses.

The role will involve assisting and running a variety of events within the School. These will include theatrical performances, dance shows, exam pieces, assemblies, presentations, lectures and a variety of other events that happen within the School calendar. They will assist the Theatre Manager in the creation of all technical elements for these and take responsibility for certain elements as far as personal skills and abilities allow.



The Theatre and Events Technician will also assist in the maintenance of all equipment within the Drama and Theatre Studies Department. They will assist with annual maintenance and testing as well as be responsible for the day to day upkeep. They will also ensure that all workspaces and areas within the Department are kept tidy and operational by other users.

They will also be responsible for the Health and Safety of all peoples under their care and follow current School, HSE and ABTT regulations at all times.

The School and Department will work with the successful candidate on any training and courses that could assist with the role or candidates future career.

Hours of work

As required for the performance of duties, but an average of 35 hours per week (more in term time less in the holidays).



The duties of the Theatre & Events Technician will necessitate working some evenings and weekends, although the workload is generally lighter during school holidays when holiday entitlement will be expected to be taken. The role will involve some flexibility in working hours, depending on events, and overtime is taken as time in lieu.

Reporting to

The Theatre Manager and is ultimately responsible to the Bursar as a support member of staff within the School.

Duties and responsibilities

1. To assist the Theatre Manager in the day-to-day running of the John Moore Theatre, Studio Theatre and associated resources.
2. To assist the Theatre Manager in maintaining the Department's equipment, stock and installations to the highest standards and compliance with Health and Safety legislation.
3. To assist in providing a high level of technical support to all staff and students using the main theatre and drama studio, as well as external users such as visiting professional and amateur companies and other hirers of the facilities. This will include audio-visual support for those giving lectures/talks as well as technical theatre support.
4. To assist with the construction of sets and props, rigging and plotting of lighting and the acquisition of costume and props for both curricular and co-curricular productions.





5. To set-up and operate AV equipment at School venues and sites for functions and events as requested by teaching departments and management.
6. To undertake in-service training when appropriate and required in connection with any aspect of the role e.g. First Aid, Portable Appliance Testing, Fire Warden.
7. To be responsible for the video recording of examination work.
8. To undertake Duty Managers role within the John Moore Theatre and Wightman Studio as and when required.
9. To be available for duties during the Three Choirs Festival (July/August every third year).
10. To deputise for the Theatre Manager in their absence.
11. To be responsible for front line support of theatre IT equipment and specialist software.

Qualifications and Education Requirements

A formal qualification in Drama or Technical Theatre is desirable but not essential if appropriate industry experience is demonstrated.

Basic literacy, grammar and numeracy skills are essential.

Degree level or equivalent qualification is desirable but not essential.

Preferred Skills

An understanding of all technical theatre skills including:

- AV
- Set Construction
- Costume
- Sound
- Lighting

The successful candidate must have high IT skills and be able to use a range of equipment and software for the use of creating theatrical content. The Department uses the full Adobe Suite, Qlab and an ETC Ion lighting desk as well as other bespoke software for smaller equipment.

They should have a good understanding of video and photography equipment and be able to handle content for the correct needs.

The successful candidate must have excellent interpersonal skills as they will be working with members of the public, other staff as well as pupils. They must always appear presentable and follow School behavioural code of conduct.

The candidate ideally will have a direct understanding of school Drama in some form, either through academic or co-curricular activities.

The job description sets out, but is not limited to, the main roles and responsibilities of the post.





Application procedure

All applications will be acknowledged. The closing date for this post is **Monday, 24th February 2020**. All applicants will be notified after the closing date whether or not they have been invited to an interview. Successful applicants will be advised of the date and time of the interview. References will normally be taken up prior to interview and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Qualification certificates (originals not copies) will be required at interview, as will proof of identity.

Candidates unsuccessful at interview will receive written notification.

The school is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

How to apply

Please complete an application form (Support Staff) available on the vacancies page of the School website www.ksw.org.uk/vacancies, and return it with a covering letter detailing your relevant experience, how you would intend to meet the challenges of the role and the particular qualities and strengths which you would hope to bring to the post to: The HR Department, The King's School, 5 College Green, Worcester, WR1 2LL or email hradmin@ksw.org.uk.

There is no requirement to include a CV, although you are free to do so in addition to your application form, if you think it would be helpful in assessing your achievements and experience.

Closing date for applications: Monday, 24th February 2020

Interview date:

Monday, 9th March 2020





**King's
Worcester**

www.ksw.org.uk

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