

# COLSTON'S

INDEPENDENT CO-EDUCATION  
FROM NURSERY TO SIXTH FORM

## Technical Theatre Manager

### JOB DESCRIPTION

#### Summary of the role

The Technical Theatre Manager will be required to:

- Provide full technical support (including set builds) for all theatrical productions, workshops, rehearsals, practical examinations and lessons, as directed by the Head of Drama.
- Assist in preparing and organising performance spaces for events (e.g. whole school, academic and co-curricular events).
- Provide, run and maintain the Theatre and Drama Studio environment, equipment, control room and storage areas.
- Manage the bookings, facilities and equipment to support holiday hire to external parties.
- Assist with teaching technical and design skills for GCSE and A Level Drama, overseeing pupils' projects.
- Liaise with the drama teachers to provide support with preparation and teaching of lessons when needed.
- Plan and deliver technical theatre workshops, with supporting materials, to GCSE and A-Level students.
- Plan and deliver a technical theatre club.
- Provide full technical support for other departments and internal/external school events, as required.
- Be responsible for all day-to-day Health and Safety matters relating to the Theatre and Drama Studio.
- Support the Facilities and Maintenance teams, as required (e.g. manual handling and preparation for events).
- Support marketing events and activities (e.g. editing of videos).

#### Hours:

The hours for this role will be 40 hours per week, working 8am until 5pm Monday to Friday, with an hour unpaid for lunch/breaks. The post is 43 weeks per year (term time, plus INSET, with 5 additional weeks and the equivalent of 3 weeks/120 hours in evening and weekend work to support productions). A flexible approach to working is required.

#### Accountability:

The post holder is ultimately responsible to the Facilities Director but reporting on a day-to-day basis to the Director of Expressive and Performing Arts.

#### Main Duties and Responsibilities:

##### Technical Support for Productions and Events

- Design and program theatre lighting and sound for productions.
- Build and source stage sets and props.

- Record and edit productions and practical examinations.
- Prepare and organise performance spaces, as required.

**Technical Support for Performance and Event Areas (Theatre, Dance Studio, Chatterton Hall, Dining Hall and Sports Hall):**

- Run and maintain lighting, sound and other equipment in agreed performance areas.
- Be responsible for the cleanliness, tidiness, safety and security of the Theatre control box, stage, undercroft, auditorium store, costume store, workshop set and props stores, and dance studio, in liaison with the cleaning staff, maintenance team and external contractors as necessary.
- Administer the Theatre and keep a booking diary in liaison with the Facilities Manager.
- Be responsible for managing facilities and equipment during holiday hire.
- Design and run lighting, sound and AV in other venues of the school on occasion in conjunction with other staff. Be required to deliver technical support across the school for internal and external events, including academic, co-curricular and departmental requests.

**Assistance with pupil training and delivery of technical lessons and workshops in conjunction with the teaching staff:**

- Teaching and mentoring of examination candidates focusing on design, including the development of resources, FROG sites and use of technical equipment.
- Provide lessons, and supplementary materials, for GCSE and A level candidates to develop their understanding of technical theatre.
- Run workshops in theatre lighting, sound and stage management for examination candidates including training a pupil Stage Crew (usually delivered through a weekly Tech Club).
- Supervise the pupil Stage Crew and Theatre Studies students working on the construction of sets, lighting and sound for productions or on examination work for GCSE or A Level.
- Train a group of pupils to run the Front of House for school productions and to arrange publicity and refreshments as required.

**Health and Safety:**

- Adhere to the school's Health and Safety Policy and the drama department policies and procedures.
- Produce risk assessments and safety audits, as required.
- Reporting all Health and Safety issues to Director of Expressive and Performing Arts and advising, in good time, as and when the servicing and maintenance of equipment is required.
- To undertake specific training required for the role e.g. ladder, scaffold, Fire Marshal, First Aid.

**Compliance:**

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

This job description is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the school.

*Colston's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*The safeguarding responsibilities of the post include:*

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;*
- To be supportive of and committed to the School's policies on Child Protection;*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*