



REPTON

Production Manager

2021



## Contents

From the Headmaster .....	p. 2
An introduction to Repton School.....	p. 3
A Global Family of Schools .....	p. 5
The 400 Hall .....	p. 6
Production Manager: The Role.....	p. 7
Key Areas of Responsibility .....	p. 8
Candidate Qualities.....	p. 10
Working at Repton.....	p. 11
Information for Candidates .....	p. 12

# From the Headmaster

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first Century.

To further develop our technical expertise within the Creative Arts Departments, support growth in commercial bookings of our facilities, and in keeping with positioning rich digital content at the forefront of how we communicate with pupils, parents and Old Reptonians alike, we have created a new 'Production Manager' role to sit across both the academic and commercial operations of the school.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years, and Repton International now has schools in Dubai (2), Abu Dhabi (2), China, Malaysia, and Singapore, with plans to open a further four over the next few years.

We are a school with ambition and purpose, eager to employ and reward teachers who share our values and aims.

I hope very much that you will read this document with interest and I encourage you to apply.



**Mr Mark Semmence**  
Headmaster



# An Introduction to Repton School

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7<sup>th</sup> century Anglo-Saxon Benedictine abbey and latterly a 12th century Augustinian priory.

The School today incorporates many of the original buildings from the estate, namely, the Guest Chamber and Prior's Lodging (which as the Old Priory currently houses the School Library and Common Room), Overton's Tower, Tithe Barn, and the Arch. The latter is all that now remains of the Priory's original gatehouse and which helped inspire the School's motto: *porta vacat culpa*.

Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum. As a pre-eminent co-educational and boarding and day school, Repton provides an exceptional broad-based education, blending heritage with the pursuit of excellence in a 21st century context, offering world class facilities as well as high quality teaching and pastoral care.

The School has a thousand pupils across the Prep and Senior School, making it large enough to achieve excellence in and out of the classroom, yet small enough for individuals to grow and flourish. At Repton Senior, each pupil, whether day or boarding, is a member of a House, of which there are 10 (six for boys and four for girls).



Academic standards are high and creative activities, including music, art, drama and design, flourish. The School has a national profile in sport, in particular in football, hockey and swimming. Our pupils thrive both in and out of the classroom and they develop the skills, qualities and values that will lead to a successful life.

Whilst Repton is undoubtedly modern in terms of practice and outlook, the traditional values of encouraging pupils to aim high whilst showing respect for all are still of utmost importance. The School continues its strong educational vision, recognising the importance of being able to offer a Repton education to potential pupils from all backgrounds by providing scholarships and bursaries in a wide range of subjects. The School's considerable strengths were recognised in the 2020 ISI Inspection which found Repton to be 'Excellent' in each of the areas examined. The inspectors judged that Repton pupils 'achieve highly and make excellent progress across the wide range of academic and extra-curricular opportunities available to them'. The School was found to have met all the requirements of the ISI Regulatory Compliance Inspection.

Repton and Repton Prep have always enjoyed a very close relationship and in 2020, the schools became a through-school with the aim of securing the very best pupil outcomes. Robert Relton, the Head of Repton Prep reports to Mark Semmence as Headmaster of Repton and Chief Executive of both schools.



# A Global Family of Schools

Repton was a leader amongst British schools in the international market with the establishment of Repton School Dubai in 2007. From this has sprung the Repton Family of Schools, the development of a global community which is key to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China, and Malaysia with plans to open a further four more over the next few years.

The additional income generated by our overseas schools provides a financial support that will enable Repton to select pupils simply on merit and without regard to their parents' financial means. The Headmaster and Senior Management Team play a key role in shaping the growth of Repton International as a leading educational brand.

Repton also currently has three schools in the UK (Repton, Repton Prep and St Wystan's) with the ambition to increase its UK family of schools.



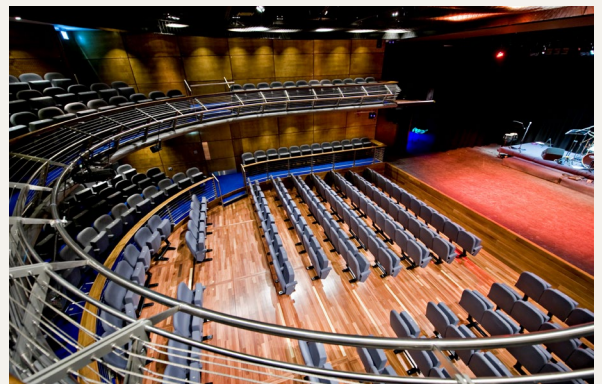
# The 400 Hall

The 400 Hall was built as Repton School's theatre to commemorate the 400th anniversary of the School, and in April 2011 a multi-million-pound award-winning redevelopment was completed creating a cutting-edge theatre facility housing an audience of up to 315.

Alongside a modern glazed foyer with a bar and entertaining area, Repton's 400 Hall boasts a similar theatre design of the horseshoe form developed for the Jerwood Vanbrugh Theatre at RADA. It provides pupils with the learning environment to explore and perform in a diverse variety of theatre styles. Included within the re-development was the addition of a modern and adaptable 'black box' Studio Theatre, which supports a dedicated teaching space as well as offering the flexibility to perform and host more intimate drama pieces.

Repton School offers a thriving drama programme and The 400 Hall is the setting of at least three large scale productions per school year across all genres, as well as dance performances, showcases and other smaller-scale productions. This breadth of opportunity allows pupils to be involved both on and off stage - performing, as a member of the technical team, or backstage crew. Every element of the theatre has been designed with young people in mind, so that they can learn to operate the lighting rigs from the bridge, discover the complexities of the control room or operate props backstage. Theatre in all its forms is celebrated here in Repton School, and a combination of the state-of-the-art facilities, dedicated drama practitioners, and committed young people allows this art form to thrive.

Furthermore, and as a result of this significant investment, The 400 Hall is a highly attractive and in-demand venue for external events. The Chief Development and Commercial Officer and his team are responsible for seeking out and managing commercial opportunities for many of Repton's assets, including The 400 Hall.



# Production Manager: The Role

Reporting jointly into Chief Development and Commercial Officer (Enterprises) and The Director of Drama (Academic) the School Production Manager will work closely with Drama, Music, Art, Textiles and Marketing departments, as well as the Enterprise team at Repton School, to maximise performance experiences both for pupils, as well as external third parties who book school venues . The key aspects of the role include:

- Responsibility for all aspects of the day-to-day operational running of the 400 Hall Theatre (main auditorium, Studio Theatre, backstage areas and foyer)
- Providing direct support for all aspects of the technical elements of productions and events undertaken by the school or third party 'Enterprise' bookings in the 400 Hall Theatre, Music and Art schools, and other areas of the school
- Responsibility for the production of high-quality sound and video content as collateral for academic, co-curricular, marketing and commercial output



# Key Areas of Responsibility

The School Production Manager's main duties are;

## **Facility Management:**

- Maintaining the 400 Hall theatre sound system equipment, IT special effects and media systems of the Drama Department, attending appropriate training to ensure up-to-date competence in these areas
- Manage all technical and operational aspects of the theatre equipment, maintaining lighting systems, associated technologies and related equipment
- Liaising regularly with the Head of Contemporary Music to ensure that audio equipment and other resources are regularly audited and shared across the two departments. The Production Manager will have access to the Music Studio when required to maximise production facilities across the site.
- Efficient management and control of the drama storage areas within the 400 Hall Theatre, Studio Theatre, foyer, backstage areas and auditorium (in conjunction with other members of the Drama Dept.)
- Manage the use of the 400 Hall Theatre, including maintaining a booking system and schedule of events for both internal and external use
- Take ownership for the box office system for all Drama Dept. related events in the 400 Hall Theatre
- Providing technical services to support the wider school community in their use of the 400 Hall Theatre such as:
  - Marketing and Admissions for Open Mornings and information evenings
  - Parent meetings
  - Lectures and presentations
  - INSET Days
  - Socials & other school events
- Responsible for all Health & Safety in the 400 Theatre Building, including all risk assessments and being aware of all regulatory requirements, including being up to date with Health & Safety legislation best practice.

**Academic:**

- Attending drama lessons as requested to video and edit exam pieces
- Assisting with the technical requirements of academic Drama classes as requested
- Mentoring pupils who take technical options at GCSE and A-Level as requested
- Provision of occasional technical workshops to benefit Repton pupils interested in pursuing lighting and sound design in their academic drama skill, in addition to running prep school technical workshops
- Liaise with the Director of Drama to provide all necessary support to pupils studying Drama
- Maintaining an up to date knowledge of the specifications for GCSE and A-Level Drama related subjects
- Run co-curricular activities and sessions in order to train and encourage pupils interested in providing support for Drama productions
- Oversee the delivery of Drama Productions:
  - Providing technical support during rehearsals and production of Drama performances
  - When productions involve collaboration with the Music Department, the Production Manager will work closely with the Head of Contemporary Music and Director of Music to ensure sound production is of the highest possible quality and consistency
  - Supervising and / or running of technical systems during performances
  - Recording and updating Drama Dept inventory
  - Preparation and supervising building of sets as required

**Enterprise Bookings:**

- Liaise with the Enterprise Team to manage all external commercial bookings where use of the 400 Theatre is required
- Support the Enterprise Team in creating marketing collateral to promote the Theatre facility to external customers
- Work with the Enterprise Team to create a Theatre 'workshop' which can be promoted as a holiday camp to pupils and non-pupils alike

**Video and Sound Production:**

- Lead on the production of sound and video recordings at academic and other events across the School, driving the development of this as an increasingly vital feature of school's activity internally and externally
  - Setting up equipment in different areas of the school in support of Drama and other departments such as the sound system in Chapel and Pears School
-

### Qualifications / Attainment

An education to GCSE level is a minimum requirement, with previous experience in a similar role being advantageous	<b><i>Essential</i></b>
An electrician is a good basis for many of the skills needed to be a technician, for example an NVQ Level 2 and 3 Diploma in Electrotechnical Technology	<b><i>Desirable</i></b>
A BTEC National Certificate/Diploma in Production Arts and BTEC HNC/HND in Performing Arts	<b><i>Desirable</i></b>
Previous experience working in an educational setting and/or with young people is desirable, as is some experience in audio-visual work	<b><i>Desirable</i></b>

### Skills Required

The ability to work as part of a team, particularly being able to manage the expectations and demands of a number of people, and effectively communicating ideas and needs to them	<b><i>Essential</i></b>
The ability to work under pressure and to tight deadlines	<b><i>Essential</i></b>
A comprehensive understanding of the production process and theatre production techniques	<b><i>Essential</i></b>
Knowledge of how to use modern lighting, sound and other technical equipment including digital video recording equipment	<b><i>Essential</i></b>
An excellent communicator with a creative and innovative approach to marketing communications	<b><i>Essential</i></b>
Attention to detail	<b><i>Essential</i></b>
The ability to think commercially	<b><i>Essential</i></b>

### Personal and Professional Qualities

An interest in theatre	<b><i>Essential</i></b>
The ability to improvise when faced with unexpected situations	<b><i>Essential</i></b>
Helpful, professional and friendly when collaborating with other members of staff, as well as pupils, parents and clients	<b><i>Essential</i></b>
Flexible and resourceful	<b><i>Essential</i></b>

# Working at Repton

The School is committed to employing and rewarding teachers who share its ambition, its aims and its values. This will be reflected in a highly attractive remuneration package as well as the investments in both staff and facilities.

Repton has its own generous salary scale and the person appointed will enter the scale at the level suitable to his/her qualifications and experience.

#### **Full-time staff also benefit from:**

- Participation in a Pension Scheme
- Free membership of Repton's Sport Centre

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12th century Augustinian Priory, but following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics and PE Block.

A new Sports Centre including two full sports halls, a gym, a strength and conditioning suite, swimming pool, hospitality and reception suites and a café, was opened in November 2019.

The School is committed to the professional development of its staff so that they can continue to grow as teachers and educators and invests significantly in this.

Repton itself is a thriving village with a fascinating past. Situated in the Trent valley between Derby and Burton on Trent, on one side of the village is the Old Trent, the remnants of the former course of the river, and on the other three is attractive rolling farmland. The village has a vibrant community with clubs, societies, shops, pubs and other attractive amenities. It is close to the cities of Derby and Nottingham and major transport routes, and much of the wonderful Peak District National Park lies within Derbyshire itself.



---

# Information for Candidates

## **Salary, Hours of Work & Holidays:**

This is a full-time post, working from 8:30am to 5:30pm Monday to Friday and with a one-hour lunch break. However, due to the nature of the post, flexibility in working arrangements will be required, including some evening and weekend work. As the hours theatre technicians work are related to the schedule of the productions playing at a theatre, they can sometimes be irregular. When a Drama production is being performed and during the support of other school events and Enterprise lettings, the post will include long shifts, late finishes and occasionally working on Sundays.

The successful candidate will receive 5 weeks annual leave, in addition to Bank Holidays and the Christmas Closedown and will be prorated according to the period of employment. Holidays should be planned and coordinated with the Chief Development and Commercial Officer.

A highly competitive salary will be offered commensurate with experience.



# Information for Candidates

Candidates should apply to **Mr Mark Semmence** ([headmaster@repton.org.uk](mailto:headmaster@repton.org.uk)) with a covering letter and a fully completed Repton School application form, which includes the names and addresses of two professional referees, by Friday 21 May at 5pm.

Applicants will be contacted for interview if they have been successful in the short-list process. Interviews will take place the week commencing 7 June.

In accordance with the Children Act any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*





# REPTON

Repton • Derbyshire • DE65 6FH  
[repton.org.uk](http://repton.org.uk)