



Job Description

Post title: Theatre Technician	
Department: Drama, Theatre & Dance	Date compiled: 1/9/21
Salary: Up to £25,250, depending on relevant qualifications, skills and experience.	Hours per week: average 40 Weeks per year: 52

If fixed term, state duration:

Immediate line manager: Director of Drama

Designation of any staff line managed by the post holder:
n/a

Job purpose:
To take responsibility for all technical areas within The Queen Elizabeth Theatre and other departmental venues.

Principal duties and responsibilities:

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

The Theatre Technician will be working closely with a dedicated and creative team of fellow professionals. They will work on a day to day basis in the Queen Elizabeth Theatre with the Theatre Manager and teaching staff, and in productions with the Director and Designer.

- Support the day-to-day running of the School's Theatre and Performing Arts facilities.
- Provide assistance as required with all supporting aspects of School productions, Drama classes and exam performances, and other School events in the Theatre.
- Liaise with the Director of Drama and or Theatre/Production Manager for all School/Drama productions and exam performances.
- Help with basic set construction and collaborating with the designer to realise designs.
- Maintain all equipment and other technical resources in the Drama department, ensuring staff and students are able to utilise the equipment when required.
- Organise the filming of exam work and the transfer of recordings for exam board requirements.
- Ensure all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely and safely stored when not in use.
- Provide audio-visual technical support and advice to other School events and departments, if required.
- Liaise with the Director of Drama and or Theatre/Production Manager regarding external hires, protecting the interests of the School and ensuring all Health & Safety requirements are met.
- Offer support and supervision of pupils undertaking technical/performance-support modules for GCSE and A-level, making sure pupils understand the processes and equipment involved.
- Liaise with the Director of Drama and or Theatre/Production Manager regarding organising materials and equipment needed for lessons, such as performance lighting, sound systems and some basic first-line IT / AV support in the classroom.



- Provide first-line maintenance support for all technical equipment, machines, furniture, fixtures and fittings within the Department. When necessary, and with the express consent of the Director of Drama and or Theatre/Production Manager, contact and liaise with the School's Maintenance Dept., or arrange external suppliers/contractors for repairs and maintenance.
- Liaise with the Director of Drama and or Theatre/Production Manager in order to plan and undertake a routine maintenance schedule of all Performing Arts equipment, including regular Portable Appliance Testing, LOLER regulation testing, hemsps and winches and annual cleaning of lanterns.
- Monitor and maintain stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed.
- Order and obtain supplies as required in agreement with the Director of Drama and or Theatre/Production Manager.
- Maintain an inventory of all equipment and materials held and used.
- Maintain awareness of developments within technical theatre and undertake training as deemed necessary.
- Maintain a clean and tidy work space at all times.
- Ensure all Health & Safety requirements are met for daily use of the performance spaces.
- Review and implement the School and/or Theatre's Health & Safety policy, advising the Director of Drama and Theatre Manager on all Health & Safety breaches/matters which may affect the Theatre facilities and advise upon how any directives issued on Health & Safety matters are implemented.
- Compile and maintain all necessary Risk Assessments for rooms, venues, activities, events and productions.
- Be aware of theatre security for equipment, building, staff and students and how this can be maintained.
- Any other duty which may be reasonably requested by the line manager.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Special Requirements

The Technician (in consultation and with the agreement of the Director of Drama) is expected to manage their own time to complete the duties required, working flexible hours within a 40 hour week, **including some evenings and weekends**. A high level of commitment is expected, particularly in the weeks leading up to a major production. **A flexible approach to working hours is therefore essential.**

There will be a lot of overtime during busy periods of the term, but it is expected that this will be taken, at agreed times, as holiday *in lieu* during less busy periods and school holidays (in addition to the normal holiday allowance, to be taken in school holidays).

Job description drawn up by	Gilly Norell	Date: 1/9/21
Approved for department by	Claire Betts	Date: 1/9/21

