

Shrewsbury School

JOB DESCRIPTION

APPRENTICE **(Performing Arts & Events)**

Section:	Ashton Theatre / Events	Annual Leave:	28 days
Responsible to:	Senior Theatre Technician (Performing Arts & Events)	Hours of Work:	Full-time 40 hours per week
Status of position:	12 months apprenticeship	Salary Range:	Apprenticeship Pay based on NMW

I. INTRODUCTION

Shrewsbury School is an independent boarding school, committed to the highest standards of education, and with a national and international reputation for breadth, depth and quality of achievement.

Founded in 1552, the School stands on an extensive site in the Kingsland district of Shrewsbury, looking over the River Severn to the old part of the town. There are currently 775 pupils in the School, of whom 80% are boarders. September 2008 saw the introduction of co-education in the Sixth Form, and in September 2014 the school moved to full co-education, with currently 23% of pupils being girls.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 350 employees and an annual turnover of over £17,500,000. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Head of Estates, Director of IT, Financial Controller and General Services Manager.

Performing Arts

The Ashton Theatre at Shrewsbury School plays host to a variety of plays and productions put on by the School and other external organisations. The theatre is managed by the Director of Drama who is a member of the teaching staff. The Senior Technician (Performing Arts & Events) provides technical support in Ashton Theatre and Events Department within the school.

The Music Department aims to give as many boys and girls the opportunity to partake in the rich musical life on offer at Shrewsbury School. The Music Department is located in the Maidment and is managed by the Director of Music who is a member of the teaching staff.

Events

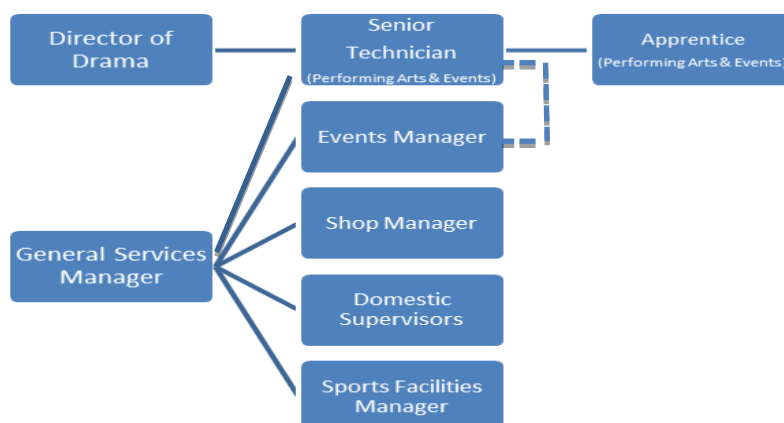
Shrewsbury School hosts a wide range of events throughout the year. We have magnificent grounds with a range of venues and superb leisure facilities of all which make it the ideal place for events and courses to be held. The events program is managed by the Events Manager.

The Apprentice (Performing Arts & Events) will become involved with supporting internal and external events.

2. MAIN PURPOSE OF ROLE

The Apprentice will provide support to the Senior Technician (Performing Arts and Events) and will develop a range of technical skills in carpentry, sound and lighting design, stock maintenance and event management. The Apprentice will also take responsibility for some aspects of theatre maintenance and inventory, and will cover some small scale events, under the management of the Senior Technician (Performing Arts & Events).

3. LEVEL OF POSITION



4. OVERVIEW OF POSITION

The Apprentice will report to the Senior Technician (Performing Arts & Events) who will be responsible for carrying out the Apprentice (Performing Arts & Events)'s appraisal, training and development and authorisation of annual leave.

The closing date for this position is **12 noon Friday 23 June 2017**

First Interviews will be held on **Tuesday 4 July 2017**

Second Interviews will be held on **Thursday 6 July 2017**

5. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The Apprentice (Performing Arts & Events) will be expected to become involved in a range of work on occasions that may not be shown below:

Theatre - Main Responsibilities:

- To assist the Senior Technician (Performing Arts & Events) with tasks involving working at height, such as rigging and focusing lights and tasks requiring the use of the powered access tower.
- To provide reasonable cover for the Senior Technician (Performing Arts & Events) in the event of illness or planned absence, in so far as the apprentice is trained and competent.
- To be a key holder for the Ashton Theatre and other venues as appropriate.
- To assist the Senior Technician (Performing Arts & Events) with tasks involving heavy lifting, such as set construction and transport of heavy equipment.
- To assist the Senior Technician (Performing Arts & Events) with sound checks and focusing in preparation for live events.
- To ensure that backstage areas, including storage areas for equipment, props, costume and set are maintained in a tidy and easily accessible state.
- To create and maintain an inventory for consumables used within the theatre.
- To create and maintain an inventory for props, costume and set.
- To manage hire sheets for equipment borrowed around site.
- To provide technical support for events such as year-group assemblies and lectures, in so far as they are trained and competent under the management of the Senior Technician (Performing Arts & Events).

Events - Main Responsibilities:

- To assist with the operation and equipment management of events across the site; assisting the Senior Technician (Performing Arts & Events) to support the Operations and Events Manager.
- To assist the Senior Technician (Performing Arts & Events) in supporting the Operations and Events Manager with hosting and liaising with external clients at Shrewsbury School; including outside performers, music groups and guest speakers.
- To assist with the programme of commercial lettings over the Easter and summer periods, offering support to the General Services Manager and team.

General

- To undertake an NVQ Technical Theatre qualification.
- To carry out any other tasks or duties within the postholder's competence that may be reasonably required by the Director of Drama / Senior Technician.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

6. TERMS AND CONDITIONS OF EMPLOYMENT

(Any appointment, following the recruitment process, will be subject to an employment contract if successful, however listed below are some of the main conditions of service which may be of interest)

SALARY:	Apprenticeship Pay based on National Minimum Wage.
HOURS:	Although the Apprentice's standard hours will be 9am to 5pm, with 1 hour for lunch, there will be a significant number of days when it will be more appropriate for the hours to be approximately 2pm to 10pm, such days to be agreed in advance with the Director of Drama and General Services Manager. There will also be periods when it may be necessary to work longer hours, or work at weekends, for which time off in lieu will be granted for significant hours worked.
HOLIDAYS:	Annual leave entitlement is 28 days pa.
SICKNESS:	The Apprentice will be able to join the School's contractual sickness scheme after the first six months of employment. Further details can be found in the recruitment guidance notes.
PENSION:	All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 5%, employer 7.5%) subject to auto-enrolment Regulations.
OTHER BENEFITS:	The Apprentice will enjoy the benefits of a free school lunch in KH when the kitchen is in operation together with the use of the school's sports facilities when not in use by pupils.

Any offer of employment will be subject to satisfactory DBS Certificate, medical report, copies of relevant qualification certificates and three references before commencement of employment.



Shrewsbury School

Person Specification

APPRENTICESHIP

(Performing Arts & Events)

A = Application form, D = Documents, I = Interview, T = Test/Exercise

<u>Description</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method used</u>
<u>Qualifications</u>			
A good standard of education.	✓		A / D
A full UK driving license		✓	
Must be willing to work towards an NVQ qualification.	✓		A / I
Evidence of continued personal professional development and expectation of continuing willingness to develop own professional skills.		✓	A / D
<u>Work Experience</u>			
Some knowledge of customer care & hospitality would be an advantage.		✓	A / D / I
Willing to develop knowledge and experience.	✓		I
Ability to work at heights.	✓		A / I
Some tasks may be quite physical and therefore must have a good understanding of health & safety and manual handling.	✓		I
A proven track record of delivering top quality service both within an organisation and also to its customers/clients.		✓	A / I
Ability to work quickly and accurately, with good attention to detail, in order to meet deadlines.	✓		A / I
<u>Personal Attributes</u>			
Must have a positive, cheerful, and good humoured approach to work.	✓		A / I

Description	Essential	Desirable	Method used
Personal Attributes			
Must be able to carry out simple instructions either supervised or unsupervised.	✓		I / D
Good oral communications skills, both face-to-face and on the telephone.	✓		A / D / I
Excellent time management skills with the ability to develop into working independently.	✓		A / I
Work experience in the Performing Arts or Events Industry.	✓		A / I / D
Work experience in any capacity.		✓	A / I / D
Well presented with an empathetic yet assertive approach.	✓		A / I
The ability to work independently and in a team.	✓		A / I
A willingness to 'roll up one's sleeves' and show a flexible attitude to work, to ensure the best outcomes for the school.	✓		A / I
Other			
Must be able to work during the Edinburgh Festival weeks (August).	✓		A / I
Must be able to work in evenings and at weekends to meet the demands of the business need of the school.	✓		A / I