



Prior Park College

Post: Theatre and AV Technical Officer

Reporting to:

1. Assistant Head (Progress and Tracking)

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Theatre, and AV Technical Officer (TAVTO) is a key role responsible for delivering professional-level audio-visual and technical support across curricular, co-curricular, and whole-school programmes at Prior Park College. This includes supporting Drama and Music department productions, school-wide events, and external functions, as well as managing AV systems and facilities across the site. The TAVTO ensures the safety, effectiveness, and technical quality of all performances and events, and plays a vital role in supporting the school's operational readiness and educational delivery. The role also includes supporting



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the school's enterprise activities, including weddings, external hires, and other commercial events.

Contacts

The TAVTO can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. They work closely with Directors of Drama and Music, IT, Estates and other departments across the school. Contact with the external stakeholders is of particular importance. The post-holder may liaise with customers, suppliers, production companies, and third-party event organisers.

The Role

The TAVTO manages their own workload with initiative and some autonomy.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility are:

- Technical support
 - Provide technical support for school Drama events and lessons as specified by the Director of Drama, including:
 - Rigging, programming, setting up and operation of lighting, sound and any other technical equipment for exam performances (currently U5 and U6 in Lent term; L6 and L5 in Summer term) and extra-curricular school performances - three full shows per year and other events e.g. Paragon summer production.
 - Organising get ins and get outs; Setting up props; stage furniture, masking etc onstage; safe operation of equipment.
 - Set construction or hire and decoration for extra-curricular and exam productions. Oversight of any hire of show packages for large scale productions.
 - Filming and editing of school drama exams.
 - Maintaining some FOH technology at productions including card payment machines etc.
 - Provide technical support for School Music events and lessons as specified by the Director of Music, including:
 - Preparing venues for Music performances including rigging, PA and lighting setup and hire and construction of staging where required, for example raked staging for choirs performing in the Chapel.
 - Operating sound for concerts ranging from classical to contemporary performances.
 - Filming and editing of school music performances.
 - Maintain the installed PA system in the school Chapel, which includes fixed and wireless microphones, Bluetooth and wired XLR DI inputs, and ensure this is able to be used by the School and external hires.
 - Provide technical support for other school events including, but not limited to, House Music, Assemblies, Speech Days, Lectures, Training events, as specified by the SLT.
- Responsibility for physical spaces:
 - Take responsibility for the Theatre and Drama Studio spaces, delegated from the Director of Drama. This includes:
 - Maintaining excellent housekeeping of the spaces.



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- Managing technical installations and equipment in the spaces including but not limited to: PA, lighting and rigging.
 - Managing all aspects of H&S in those spaces including coordination of PAT testing of equipment in the space.
 - Oversight of staff bookings of the Theatre space.
 - Oversight of any external bookings in Theatre spaces. Meeting with show/ event producers to understand their technical requirements; close liaison with them and monitoring of their activities.
 - Safety, inspection and maintenance of overhead gantries and lifting equipment.
 - Procurement of new technical equipment when needed.
- Take responsibility for the Recording Studio space, delegated from the Director of Music. This includes:
 - Ensuring the studio is kept tidy and organised.
 - Managing the technical installations and equipment in the space.
 - Working with the Director of Music to ensure the studio is suitably equipped.
 - Procurement of new technical equipment when needed.
- Student engagement
 - In class support as requested by the Director of Drama for exam students wishing to take the technical pathways through GCSE and A-Level.
 - Supporting students keen to learn about technical theatre and music through participation in extra-curricular shows and events (such as a 'Tech club').
 - In-class support as requested by the Director of Music, including but not limited to composition lessons making use of programs such as Logic Pro and Sibelius.
- Administrative duties
 - Maintaining an accurate inventory of audio-visual (AV) equipment held by the Drama and Music departments including: PA, lights, sound and lighting desks, cables, projection systems ("the equipment").
 - Maintaining other technical documentation including plans, show reports and H&S documentation.
 - Overseeing appropriate storage of the equipment at School, liaising with the Estates team when appropriate.
 - Attendance at departmental and other meetings (e.g. H&S committee) as required.
 - Maintaining secure and tidy storage of all technical equipment and stage flats and furniture.
 - Creation, review and sharing of Risk Assessments wherever appropriate. Ensuring all controls prescribed by a risk assessment are implemented.
 - Provision of regular legislative updates to theatre users on any changes to legislation, policies and procedures.
 - Reporting of all accidents, defects and incidents in accordance with the school's procedures and policies.
- Enterprise support
 - As part of PPS' enterprise activity, the TAVTO will, where possible, support weddings, external hires, and commercial events. This includes a range of responsibilities to ensure the highest quality of service delivery:
 - Setting up and preparation for wedding and event bar locations, to be agreed with the Head of Enterprises.

- Providing an aesthetically pleasing bar appearance, incorporating the theme of weddings and events, including input from external hirers.
- Following all relevant health and safety guidelines.

Line Management

The TAVTO has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed July 2025.

Professional Specification and Personal Attributes

The post holder will be a technically skilled, proactive, and reliable individual with a sound knowledge of theatre lighting and sound systems, audio-visual systems, strong problem-solving abilities, and the interpersonal skills to support staff and students in a busy school environment. They will be flexible, safety-conscious, and able to work independently or as part of a team to ensure smooth delivery of AV services across the school.

In addition, the post holder will demonstrate strong commercial awareness and customer service skills, with the ability to represent the school professionally during weddings and other externally hosted events. They will be confident in supporting enterprise activities, including managing bar services, liaising with clients, and contributing to profitable and high-quality event delivery.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

| | Essential | Desirable |
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| Qualification | <ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent | <ul style="list-style-type: none"> • Degree or Advanced level apprenticeship qualification in: technical theatre; production arts; lighting design or theatre arts (lighting and sound operation) • Level 3 Production Arts (technical stage operations); Level 3 Extended Diploma in Theatre and Live Events Production, or similar • BTEC National Diploma or equivalent in: <ul style="list-style-type: none"> • Audio-Visual Technology • Media Technology • ICT or IT Support Electronics • Level 3/4 Diploma in ICT Systems Support or AV Technology (e.g. from City & Guilds). • |



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| Experience | <p>Hands on experience of theatre production:</p> <ul style="list-style-type: none"> • Experience rigging, plotting and operating lighting for theatre productions. • Experience setting up and operating sounds for theatre productions. • Experience organising get ins and get outs: Setting up props@ stage furniture, masking etc. onstage; safe operation of equipment. • Experience set construction or hire and decoration for extra-curricular and exam productions. Oversight of any hire of show packages for large scale productions. <p>Hands-on AV Equipment Use</p> <ul style="list-style-type: none"> • Experience setting up and operating audio-visual equipment such as projectors, microphones, speakers, smartboards, and video conferencing systems. <p>Troubleshooting and Maintenance</p> <ul style="list-style-type: none"> • Experience and implementation of technical regulations in a theatrical setting such as LOLER and PUWER related to working at height. • Practical experience identifying and fixing faults in AV systems, cables, and connections. <p>Technical Support</p> <ul style="list-style-type: none"> • Providing day-to-day support to staff or students, especially during classes, assemblies, or events. <p>Use of Software Tools</p> <ul style="list-style-type: none"> • Familiarity with presentation and AV control software | <p>Work in an Educational Setting</p> <ul style="list-style-type: none"> • Experience working in a school, college, or university environment, understanding the rhythm of the school day and safeguarding requirements. <p>Event Support</p> <ul style="list-style-type: none"> • Involvement in school events like performances, open days, or assemblies, including managing live sound and lighting. <p>IT and Network Integration</p> <ul style="list-style-type: none"> • Knowledge of AV over IP systems, connecting AV equipment to the school's network, or supporting hybrid/remote learning tools. <p>Training Staff or Students</p> <ul style="list-style-type: none"> • Experience providing basic training or guidance to non-technical users on how to operate AV systems. <p>Commercial</p> <ul style="list-style-type: none"> • Experience providing support for weddings, conferences, or other commercial events. • Experience working with clients or third-party event organisers in a customer-facing technical role. |
| Knowledge | <ul style="list-style-type: none"> • Basic understanding of AV systems and signal flow. • Familiarity with presentation software. • Awareness of health & safety procedures in a school and theatre environment • Understanding of safeguarding and child protection policies. | |
| Skills and competences | <ul style="list-style-type: none"> • Strong technical problem-solving skills. • Good communication and interpersonal abilities. • Ability to work under time pressure and manage multiple tasks. • Ability to work independently and as part of a team. | |



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Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the TAVTO can expect to be involved in activities which WILL require physical exertion, e.g., lifting and carrying AV equipment, climbing ladders to mount projectors or speakers, setting up staging or lighting rigs, and running cables across large spaces as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday including bank holidays (pro rata for part time staff), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.