

# Vacancy

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Theatre and Audio-Visual  
Technician



**Prior Park**  
College





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“Prior Park College overlooks the UNESCO World Heritage City of Bath and is listed by the Oxford Royale Academy as one of the most beautiful boarding schools in the UK.”



# Message from the Director of Operations and Finance

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Thank you for taking an interest in the role of Theatre, and AV Technical Officer at Prior Park College. We are excited to see how the successful applicant for this role will bring forward their ideas and energy to support our Drama and Music Departments.

We hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

We look forward to receiving your application.

**Emma Sandberg, Director of Operations and Finance, Prior Park Schools**

## **Mission Statement:**

*To steward a thriving family of communities with love for the young people they serve at their heart: communities which cultivate creativity, foster integrity, and transform lives.*

## **Our Values:**

Curiosity • Generosity • Courage



# The School

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With over 600 students, Prior Park College is led by Mr Ben Horan. It overlooks the historic city of Bath and is one of the largest independent co-educational, Christian school in a Catholic tradition, boarding and day schools in the UK. Whilst retaining full-time boarding at its heart, the College caters for day and weekly boarding students, offering stimulating opportunities for them to contribute to a vibrant and creative community. The College aims to inspire and challenge every one of its students to prepare them for the next stage of their lives.

Great schools, like Prior Park, help our students to explore who they are and find the adult they wish to be.

“ At Prior Park, our exceptional teaching , our staff who know every student personally, and our broad academic provision allow every learner to find their individual gifts, talents and passions, and make the very best of them. We encourage our students to embrace all the opportunities on offer - acting and singing in first class productions, competing for their team, producing impressive works of art and design, leading our charities work, participating in co-curricular clubs and activities, and taking a full role in House activities. ”

“ Prior is very much a community, where students look out for each other and after each other. ”

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# Prior Park Schools

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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.

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.

More information about our schools can be found at [www.priorparkschools.com](http://www.priorparkschools.com)

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# The Position

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## **The Role**

The Theatre, and AV Technical Officer 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 post holder 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 the school's enterprise activities, including weddings, external hires, and other commercial events.

## **The main areas of responsibility:**

### **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.
- 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.



# The Benefits - Why Prior Park College?

There is an extensive induction programme for all new colleagues and we encourage ongoing professional development through generous CPD provision at a school, department and individual level. Individual support and coaching for career progression, internally and externally, is provided by members of the Senior Management Team. Apart from working in an inspiring environment and making an important contribution to our School community, we also offer a range of personal benefits, these include:





# The Benefits - Why Bath?

Reasons why it's great to live and work in Bath

## Local Economy

Bath has many strengths to support economic growth; an enviable quality of life; a World Heritage city; two high quality Universities; a strong Further Education sector and a well-qualified workforce. Forecasts suggest continued confidence in the area with ongoing growth and investments for the next few years.

## Culture

For its size, Bath is a vibrant and cosmopolitan city with plenty of independent shops, restaurants and cultural attractions. Start your day with brunch in an artisan bakery, take a dip in Bath's natural thermal waters at the Spa and finish with a show at the Theatre Royal. It is also the only UK city to be designated a UNESCO World Heritage Site.

## Quality of life

Bath has been voted the UK's most family friendly City in which to live (moneysupermarket) and offers a lifestyle to rival any of the UK's big cities. It has an incredible range of leisure and cultural activities. Employment rates are above average and public services and transport links are excellent. Surrounded by beautiful Georgian architecture and stunning countryside, it has something for everyone, making Bath one of the most desirable places to live and work.



## Transport

With Bath city centre being fairly compact and largely pedestrianised, it's easy to walk around the city to visit its most popular attractions. However, it is also fully equipped with a series of bus services available along with the Bath Spa railway station located in the city centre, with plenty of trains that connect the city to the rest of the district and beyond. You can be in London in an hour and a half and Bristol in 15 minutes. But it is the little villages and towns surrounding Bath that make great day trips.

## Surrounded by nature

With an array of parks, Notably Victoria Park, Henrietta Park and Alexandra Park – the latter with its magnificent panoramic views of the city, and hills accompanying the famous Georgian landscape, Bath makes for a very attractive, green city.

## Sustainability

Bath practises and promote sustainable management, understanding the World Heritage Site's unique qualities and its world-wide significance.

# The Process

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To apply for this role, please complete our application form which can be downloaded from the school website <https://www.priorparkcollege.com/pps-vacancies>

Applications should be emailed to the HR Department: [recruitment@priorparkschools.com](mailto:recruitment@priorparkschools.com)

References of those invited to interview will be taken up.

For an informal chat or to answer any questions relating to this position, please contact:  
[recruitment@priorparkschools.com](mailto:recruitment@priorparkschools.com)

## Child Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This 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.

## 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 due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. 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 be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under 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.





# Prior Park College



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