JOB DESCRIPTION

Theatre Technician

Department: Technicians

Line Manager: Director of Drama

Role

• The Theatre Technician will provide support to the Director of Drama (DoD) at St Paul’s Juniors.

Responsibilities

• Supervision of the lighting and sound equipment
• Storage and maintenance of all LX, sound and projection equipment
• Lighting design and rigging for SPJ: productions, drama events, assemblies and special events, including occasional events at St Paul’s School
• Training of SPJ pupils in lighting, sound and stage management in preparation for productions and other events
• Planning and delivering an engaging programme of activity for the Technical Theatre Club
• Supervision of SPJ pupils as light and sound operators for school events
• Working with an external designer, where appropriate and assisting with ordering and construction of sets and props
• Liaison with the Estates Manager on any maintenance requirements
• Providing Risk Assessments for all SPJ productions and Drama events
• Annual inspection of the SPJ Hall and to furnish a written report on this when initiated by the Head of Departments’ Risk Assessment
• Advising the DoD on the purchase of new equipment
• Budget management as and when required
• Supervision of props and furniture at SPJ
• Keeping the area of the School Hall, stage and lighting box in good order
• Managing the Drama Assistant if assisting in these responsibilities
• PAT Testing - The SPJ Theatre Technician is responsible for PAT testing in the SPJ Hall and SPJ Drama Studio. (Please note, they may ask the Saint Pauls School (SPS) Theatre Technician to assist them, in return for the SPJ Theatre Technician assisting with SPS PAT testing)
• Any other reasonable request
• All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated

Skills and Experience

• The candidate is likely to have or develop the following skills, knowledge or training:
Essential

- Experience in Technical Theatre and Stage Management
- Knowledge of Health and Safety regulations for working in a theatre space
- The ability to work without direct supervision

Desirable

- Experience using ETC ION lighting board and Yahama LS-9 Sound desk
- Ideally the employee will have a driving license which includes the category D1 (minibuses). The school is quite prepared to sponsor this training if it is required
- Working at height trained
- Experience with video editing
- Training and/or a qualification in Technical Theatre
- Experience with working with young people
- An electrical qualification (City & Guilds or higher)

Please Note:

- The employee will be required to undertake Portable Appliance Training and Certification at the school’s expense

Hours of Work

School core hours are 8.30am – 4.30 pm. You are required to work flexibly and you will be expected to keep an up to date record of your hours and to let the Operations Director know what your movements will be on a week by week basis for Health and Safety reasons (e.g. late start/late finish if appropriate) Please provide a copy at the end of each month.

Working hours will require a degree of flexibility, particularly during production weeks.

Holidays

20 days per annum, to be taken during School holidays, plus 8 Bank Holidays. Holidays to be coordinated with the DoD.

Lone working

Please ensure that all risk assessments are in place for times when you may be working alone.

Salary

£23,000pa (dependent on skills and experience)

Benefits

- Contributory pension scheme
- Remission of school fees (after satisfactory completion of one year’s service) and subject to competitive entry procedures
- Parking
- Access to sports facilities
- Lunches
Equipment

- All equipment will be provided by the school including:
- A PAT Testing Machine
- But excludes small tools