

Job Title	Theatre Technician
Job Family	School
Line Manager	Director of Drama
Key Stakeholders/Internal Customers	Director of Drama, Academic Staff including Heads of Department, Pupils.
Hours	This is a full-time and flexi hours appointment. The expectation would be for the job holder to flex their hours to meet the needs of the department regarding events/productions taking place during the academic year.
Holidays	Term time (34 weeks per year) to include INSET days.
Location	Repton School
Benefits	Employer Pension Scheme Sports Centre Membership Salary: £20,000-£23,000 depending on fit with the job description. Suitable for newly qualified theatre technician.
<b>Role Overview</b>	
Work closely with the Director of Drama and other key stakeholders to deliver outstanding dramatic provision for pupils and excellent theatrical productions throughout the academic year. The Theatre Technician will assist other academic events, such as visiting speakers or whole-school events, during term time.	
<b>Role Outcomes</b>	<b>Key Performance Indicator(s)</b>
<b>Technical Support</b> – Maintaining the 400 Hall theatre sound system equipment, special effects and media systems of the Drama Department, attending appropriate training to ensure up-to-date competence in these areas	Feedback from stakeholders Observation/Evidence of behaviour
<b>School Production</b> – Provide full support for the Drama department during term. All technical requirements for lessons and productions	Team feedback Observation/Evidence of behaviour
<b>Facility Management</b> - Maintaining the 400 Hall theatre sound system equipment, IT special effects and media systems of the Drama Department, attending appropriate training to ensure up-to-date competence in these areas	Feedback Evidence of behaviour
<b>Other Duties</b> - A flexible and supportive, can-do approach has been delivered within the department and to our customers.	Feedback Evidence of behaviour

## **Role Responsibilities**

### Duties

- Responsibility for the daily running and upkeep of the 400 hall Theatre, studios, and ensure that all are prepared ready for presentations, teaching or rehearsals to take place.
- Liaising with external suppliers and contractors to hire suitable props/equipment for productions.
- Prepare the theatre/studios for use by teaching staff and internal bookings, in order that practitioners using the space find it clean, tidy and ready for use straight away.
- Attending events out of hours when required to support staff and students. This is when a flexi approach to working hours is essential.
- Leading the development of student technician teams for any in-house production work (such as drama clubs and the inter-house Drama Competition).
- Completing the necessary health and safety checks in order for the theatre/studios to operate as working venues.
- Offering technical support during school teaching hours.
- Responsibility for the recording and cataloguing of all GCSE and A Level examination work.
- Attending drama lessons as requested to video and edit exam pieces.
- Mentoring pupils who take technical options at GCSE and A-Level as requested.
- Provision of occasional technical workshops to benefit Repton pupils interested in pursuing lighting and sound design in their academic drama skill, in addition to running Prep School technical workshops.
- Liaise with the Director of Drama to provide all necessary support to pupils studying Drama.
- Maintaining an up-to-date knowledge of the specifications for GCSE and A-Level Drama related subjects.
- Run co-curricular activities and sessions to train and encourage pupils interested in providing support for Drama productions as directed by the Director of Drama.
- Responsibilities for dramatic productions include:
  - Providing technical support during rehearsals and production of drama performances
  - When productions involve collaboration with the Music Department, the Theatre Technician will work closely with the Head of Contemporary Music and Director of Music to ensure sound production is of the highest possible quality and consistency.
  - Supervising and / or running of technical systems during performances.
  - Recording and updating Drama Department inventory.
  - Preparation and supervising building of sets as required.

### Facility Management

- Maintaining the 400 Hall theatre technical equipment, special effects and media systems, attending appropriate training to ensure up-to-date competence in these areas.
- Efficient management and control of the storage areas within the 400 Hall Theatre, Studio Theatre, foyer, backstage areas, and auditorium (in conjunction with other members of the Drama Department).
- Manage the use of the 400 Hall Theatre, including maintaining a booking system and schedule of events for both internal and external use.
- Take ownership for the box office system for events held in the 400 Hall Theatre.

- Facility and Fire Risk Assessments in liaison with the Repton School Facilities Management team.

#### Video and Sound Production

- Lead on the production of sound and video recordings at academic and other events across the School, driving the development of this as an increasingly vital feature of school's activity internally and externally.
- Setting up equipment in different areas of the school in support of Drama and other departments such as the sound system in Chapel and Pears School.

#### **Person Specification**

##### Qualifications

- Technical Theatre/Stage Management qualification – essential

##### Professional experience

- Ability to work with Microsoft 365 package – essential.
- Experience of running and managing productions – essential.
- Demonstrable knowledge of theatre management and technical skills – essential.

##### Personal competencies

- Enthusiasm and willingness to contribute to the work of the Drama Department and the wider School.
- Approachable, polite & calm under pressure.
- Professional in appearance and demeanour.
- Proactive approach to personal developments.
- Good communication skills; able to engage in productive dialogue with a wide range of stakeholders.
- Care and attention, particularly for all aspects of health and safety.
- Good organiser and project manager.

#### **Other Important Information**

##### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Foremarke.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>