



CLAYESMORE

Job Title **Theatre Technician**

Responsible to **Director of Drama**

Role Overview

The primary purpose of this position is to provide an efficient and effective technician support to the theatre department. Including lighting and sound design, set up, running and clearing down of school events including plays, concerts and other events.

Responsibilities and Duties

Operational Activity

- Plan, prepare, and set-up, in a timely manner, specific equipment in the Theatre and other required areas as necessary.
- To source and build sets, props and scenery for the school's productions.
- To provide administrative support for the Drama Department's co-curricular activities.
- To ensure AV, lighting, sound and power requirements are met for all events in the Theatre including rigging, plotting and programming of lighting needs and preparation and set-up of optimal sound requirements.
- To assist with the buying of props, costumes etc for school productions.
- To assist with the production of videos and web-based recordings of stage productions and concerts.

Safety and Maintenance

- To ensure compliance with all health and safety requirements (referring to risk assessments and equipment operation manuals). This may involve crafting individual performance risk assessments as required.
- To monitor the state of the building and fixed fittings and report defects to the Estates Manager.
- To monitor the state of the loose equipment and resources e.g. lighting, sound, tool-room and costume stores, and reporting to the Estates manager and Director of Drama as appropriate.
- To maintain the Drama Department's equipment inventory and assist with asset tracking, including maintaining a log of equipment to include the service and maintenance.

Technical Support

- To provide technical support for curricular and co-curricular activities (primarily in support of drama, and dance performances).
- To train staff and students to use sound and stage lighting systems, AV equipment and relevant hardware and software.

Person Specification

Essential

- Embody the values of Clayesmore
- A good sense of humour and be ready to go the extra mile
- Good communication skills with a “can do” approach, enjoy working within a school environment and be able to support pupils with their technical theatre ambitions
- Excellent hands-on design skills, strong IT/media skills and the ability to be organised and work under pressure
- Practical knowledge of health and safety
- Reliable and punctual
- Excellent interpersonal skills, including an ability to build and maintain good rapport with staff and pupils, and operate at all times in a professional manner
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Desirable

- A drama/theatre degree or similar vocational/professional qualification

Contractual Information

- This is a term time only contract for 33 working weeks per year, plus an additional two weeks that will be worked during the school holiday periods to monitor the state of the building and maintain equipment.
- The hours to be worked are 20 paid hours per week. Due to the nature of the role, some of the work will take place in the evenings and at weekends, with some weeks being busier than others. The ability to be flexible in this regard is important
- Benefits include free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme with a current contribution from the school of 8% of your salary
- Membership of the Clayesmore Society and associated member benefits
- Accommodation on the school site may be available for the right candidate

Date prepared : September 2021
Prepared by : Head of Drama / HR Manager