

JOB DESCRIPTION



POST TITLE: Theatre Technician

LINE MANAGER: Head of Performing Arts

FULL/PART TIME: Part Time, Term Time Only

PURPOSE OF THE JOB

To support Performing Arts technical activities, including formal practical assessments, student performances and external lettings.

RESPONSIBILITIES

- Support all Performing Arts technical activities including lessons, performances, gigs and exam performances.
- To work within the Performing Arts department and assist planning for practical assessments for mock and exam work.
- Assist with the operation, rigging and maintaining the lighting and sound equipment including the touch screen lighting board and the racked seating system for college practical work and Upstage/BTEC performances – to be supported by the Performing Arts Technical Manager.
- Build, adapt and create costumes, props and sets within a wider team for each production and showcases
- Pro-actively maintain and tidy lighting equipment, leads, lanterns, storage cupboards for Theatre, Music practice rooms and other department areas – identify potential problems and seek solutions.
- Liaise directly with the Upstage Productions technical and stage management team during productions supporting students with the lighting board and in stage management when required.
- Support Upstage Production Company as company manager when required.
- Undertake technical training on lighting and sound board training.
- Undergo and maintain relevant Health & Safety training.
- Accompany the department as an extra member of staff theatre trips, concerts and gigs.
- Operate and assist with lighting design for all PAC lettings when required – this will include weekends and holiday work (to be notified in advance).
- Support teaching staff with all administration duties as required, including the handling of and administering confidential documents for examinations.
- Carry out other duties commensurate with the role as requested by line manager.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented

- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
KNOWLEDGE/ QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 qualification or equivalent (eg A Levels) 	<ul style="list-style-type: none"> • Industry specific qualifications in theatre work, eg, lighting design, stage management, electrical work
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Working as part of a team • Previous responsibility for organising/leading on specific tasks/areas 	<ul style="list-style-type: none"> • Experience of working in schools/colleges • An understanding of college performance requirements • Previous training/understanding of working at heights/manual handling • Experience as part of a theatre company • Experience of sourcing/making costumes
SKILLS/APTITUDES	<ul style="list-style-type: none"> • Ability to work and communicate with a wide range of people including college staff, 16–19-year-olds, external parties (lettings). • Proactive, resourceful and committed • Willing to undergo training in working at heights, manual handling and first aid. • Excellent organisational and planning ability • Excellent communication and interpersonal skills • Good ICT skills • An interest in theatre and performance, particularly in technical and stage management. • Able to complete physical work including movement of scenery, equipment and working at heights • Flexible approach to work. Ability to work outside of usual college hours as required. 	<ul style="list-style-type: none"> • Ability to motivate others • Ability to engage and encourage students taking part in Upstage Productions • An interest in costume, prop and set design