



JOB DESCRIPTION

JOB TITLE	Theatre Technician (with Music Tech) (1 Year Contract)
DEPARTMENT/SECTION	Co-Curriculum
LINE MANAGER	Deputy Head Co-Curricular & Technical Manager

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

We are seeking to recruit a Theatre Technician to assist with the technical operation of Forest School events and curriculum across multiple venues across the School.

You will assist with the smooth running of all technical aspects of productions, Drama lessons and assemblies as well as support for a range of events including conferences and private functions. Duties involve rigging and operating the sound/lighting systems and stage equipment according to the School's needs. The ability to act as stage manager where required by the Theatre Manager. The ability to also support the Music department with regards to music tech and production within lessons, during concerts, exams, and Music Production sessions desirable.

This is a varied role requiring high-level practical, technical work and excellent time management. You will need to be confident working with people across our school community and demonstrate strong communication skills as well as having experience of large-scale technical work.

You will have one year of relevant experience working as a professional theatre technician in a multifunctional venue and have knowledge and experience of a broad range of technical theatre aspects such as sound, light, set building and design and stage management. You will have an in-depth knowledge of Health and Safety issues, good communication

skills, and be a strong team player with the ability to work flexibly. Electrical installation and formal backstage technical qualifications are desirable, as is knowledge of LOLER and PUWER.

KEY DUTIES AND RESPONSIBILITIES:

Venue Management

- Be the first point of call for all bookings for the Deaton Theatre, both internal and external
- Ensure all events and bookings match up with the school calendar
- Coordinate and support short notice bookings
- Keep the venues in good working order
- Arrange changes in seating where required
- Make improvements as necessary
- Assist in the daily opening up and shutting down of the theatre
- Ensure that during busy periods, for example school plays, that the theatre is still useable for other events such as assemblies and talks
- Work as Duty Tech
- Support the Videographer where appropriate

Curriculum support

- To support with Drama, Music, and the Activities programme where appropriate
- To help pupils with the technical aspects of their Drama and Music lessons (and other curriculum areas where required)
- To help with the development of the technical courses

Health and Safety

- Assist the Technical Manager with maintaining the Health and Safety of all in-house and external productions.

Lighting

- Provide lighting as required for shows, events, academic events, lectures, and assemblies, mainly in the Deaton Theatre but also in other venues around the school
- Act as lighting designer and programmer (with pupils) for all in house productions
- Facilitate lighting for incoming shows and hires, this may include lighting shows on the fly or working with amateur companies as lighting designer
- Supply temporary event power when needed
- Work with external contractors and suppliers where necessary

Sound

- Provide sound as required for shows, events, academic events, lectures, and assemblies, mainly in the Deaton Theatre but also in other venues around the school.
- Work with digital mixers and rack mounted mixers
- Programme and operate QLab Audio
- Provide radio mics and other sound re-enforcement as needed
- Record backing tracks and voice overs when needed
- Record events in conjunction with Videographer
- Work with external contractors and suppliers where necessary

Scenery

- To build any set pieces and props as needed with the support of the Tech Manager and Estates teams
- Work with external contractors and suppliers where necessary

AV

- First line AV help including set-ups for the Deaton Theatre
- Work with IT department to ensure performance venues are prepared for presentations
- Programme and operate QLab Video
- Be in-venue contact during curriculum hours when the theatre is used as a teaching space

TERMS OF EMPLOYMENT:

- 8am – 5pm and whenever required beyond these hours. This includes weekends.
- Time is taken back during the school holidays. Hours worked beyond 8am - 5pm will be counted as TOIL.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.