

About the role

The role of Theatre and AV Technician at Halliford School presents an exciting opportunity for someone with a passion for the technical aspects of theatre and event production, and who enjoys working in an educational environment. The ideal candidate will have relevant experience and knowledge in sound and lighting design, stage management, and a willingness to work flexible hours, including evenings and weekends, as required by school events and external bookings. The John Croke Theatre has undergone a major renovation this Summer with a full refurbishment and new AV equipment. A new adjoining Drama Studio has also been created which will be used for teaching and events.

The Drama Department is a lively, creative and busy department, and the role will provide the right candidate the opportunity to get involved in the sound and lighting for all school productions, events, and assist with students taking GCSE and A Level Drama.

There would also be the requirement to assist with other internal and external events where sound and lighting is required which may involve evening and weekend work. This would be for assemblies, Speech Day, Open Days and any other events which would require sound and lighting in both the theatre and in the Sports Hall. The theatre is also used regularly for external lettings which would require the assistance from the Theatre and AV Technician.

This is a fantastic opportunity for a Theatre and AV Technician looking to become an integral part of a vibrant Drama Department within a school setting. If you are passionate about working with students and fostering their love for the technical side of drama and can effectively contribute to the school's productions and events, then this position at Halliford School could be a rewarding next step in your career.

Lines of Responsibility

The Theatre and AV Technician is responsible to the Head of Drama

Assisting the Drama Department with Academic and non-academic Drama and School wide events. The role will include the operation of sound and lighting equipment in the performance spaces; costume and prop sourcing; set construction, and event supervision. There is also scope to develop, depending on the skills and interests of the successful candidate. This position is term time, plus two weeks in the school holidays, 8:00am to 4pm (longer hours would be needed to help with after school clubs a few days per week). The right candidate must be able to work flexibly due to the nature of school events and productions.



Come as you are. Go as all you can be.

Principal Duties

Technical:

- Planning, rigging and plotting of lighting designs for school productions, events as well as Assemblies, Open Days and Celebration Events.
- Supporting concerts as sound engineer, incorporating set up of equipment and operation through key rehearsals and concerts.
- Setting up the theatre and other performance spaces in school for events including morning assemblies, lectures and open mornings / days. Supporting use of AV, including video editing as and when required.
- Running a student tech-club with the provision of technical support for ad hoc events and performances.

Stage management, Set Building and Design:

- Supervising the stage management of the Drama Department productions.
- Maintaining the costume, prop and furniture stores.
- Designing and constructing sets for school productions and academic exams utilising the Premise Department or external companies to assist.
- As appropriate, liaising with external companies to ensure the smooth administration of hire periods, ensuring that items are ordered, delivered and returned according to relevant production schedules.
- Organising and supervising compliance inspections and testing, undertaken by third party companies.
- Maintaining the asset register for the theatre.

Academic:

- To work with GCSE and A level students which choose to study Technical Drama
- To gain an understanding of the OCR GCSE and A level Drama specification for technical students and assist the Drama Department in implementing it.
- To assist technical students with their practical exams and coursework.

General:

- Assisting Drama Department staff in developing the students' technical theatre skills.
- Display a keen interest in working with young people and developing their passion for technical theatre and design.
- Ensure that all Health and Safety requirements are met when working and inform the relevant staff of any breaches of Health and Safety that may affect the theatre, other performance areas or equipment. Prepare Risk Assessments for the theatre and all the events which take place in the theatre.
- Keep the theatre safe for students, staff and visitors to school. This will include maintenance of the stage, seating areas, and backstage areas.
- Carry out any other reasonable duties as may be determined by the Head of Drama within the scope of the post.
- Adhere to the School policy on safeguarding and update training as required.
- Ensure the safeguarding and well-being of children and young people at the School in accordance with school policies.
- Ensure the theatre is kept clean and tidy. Provide regular cleaning in the theatre as directed by the Premise Team.

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.



Personal Specification

Key skills, Knowledge and Experience	Essential	Desirable
Possess a relevant degree or relevant professional experience		X
Experience of technical theatre	X	
Previous experience of working in a school setting		X
Experience of theatre lighting/Sound systems	X	
Experience of Lighting Design	X	
Proficiency with ECT's Eos Lighting Control Software	X	
Previous stage management experience		X
Experience in preparing Risk Assessments for the theatre and productions.	X	
Have a good knowledge of plays for performance.		X
Ability to work well with students who are interested in technical theatre	X	
Ability to work on your own initiative and be organised and methodical	X	
Team player, able to work co-operatively with staff and students and be prepared to assist with appropriate tasks as directed	X	
To be very organised and calm under pressure	X	
To be able to rig and operate various projectors for School events.	X	