



Downe House



CANDIDATE INFORMATION PACK

TECHNICAL PRODUCTION
MANAGER



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.



The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Downe House



HARROW
SCHOOL

EXCELLENCE IN PARTNERSHIP

In September 2026, Downe House School and Harrow School entered into a strategic structural partnership.

Building on our schools' shared ethos and commitment to single-sex boarding education. The partnership will strengthen academic, co-curricular and social opportunities for pupils, encourage innovation, and support staff development through shared expertise and resources. Families and alumni will also benefit from greater collaboration.

Both schools retain their distinct identities, traditions, sites, charities, governance structures and leadership.

Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.



At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

TECHNICAL PRODUCTION MANAGER

START DATE: Immediate

CONTRACT TYPE: Permanent - Full Time

SALARY: £38,000 -£40,000

HOURS: 40 hours per week
Worked flexibly due to the nature of the role.
May include some evenings and weekends.

REPORTING TO: Director of Digital Delivery & Innovation

DEPARTMENT OVERVIEW

Downe House is highly committed to digital teaching and learning practices and delivering events to an extremely high quality. We have maintained accreditation as a Microsoft Showcase School since 2018, a major endorsement of our innovative approach to digital learning. With 100% of UK based universities utilising Microsoft Office 365, it is no coincidence that Downe House has elected to adopt the Microsoft platform. We are also renowned for providing industry leading performing arts showcases.

As a key component of the Information Systems Department, the Technical Production Department are pivotal in creating innovative and vibrant productions, performances, and events, using modern theatre solutions across several event spaces. They also enable pupils and staff to access and use technology to support their studies and teaching, respectively.

The Technical Production structure consists of a Technical Production Manager, and three Events Technicians.

The Technical Production Department play an integral role in the many school productions, events, and activities that Downe House host. Working with a wide range of staff and pupils to ensure that high quality and innovative events are accessible to the entire community.

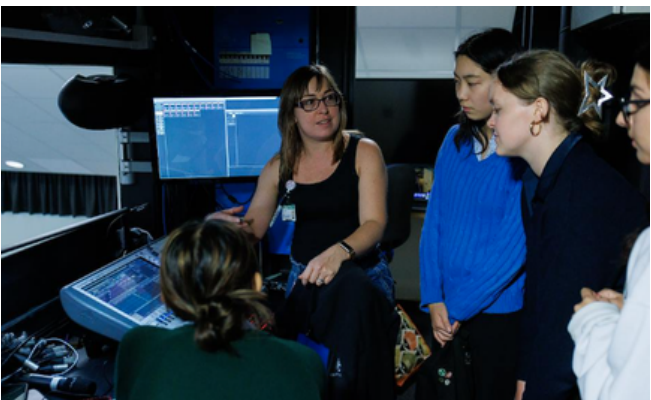
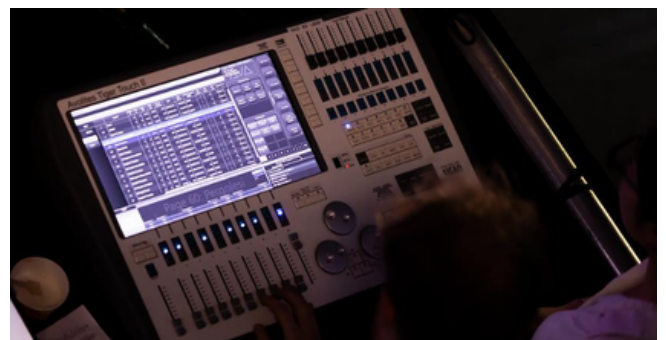
This also extends to supporting the pupils with their performances for examinations, as well as co-curricular drama.

The school boasts a number of spacious and well equipped spaces suitable for a variety of events. The team comprise of innovative and committed experts with a passion for the performing arts. The delivery of inspirational, and enriching productions is at the core of all that we do.



MAIN DUTIES AND RESPONSIBILITIES

- Manage the technical delivery of school events, productions and other events delivered across a number of venues.
- Deliver creativity and innovation for events and productions, helping to ensure that the experience for all stakeholders (pupils, parents and staff) is at the forefront of the design.
- Investigate relevant new and emerging technologies that have the potential to improve effectiveness and/or functionality, in line with the needs of the school.
- Create digital content, both pre and post event/production, in line with the requirements of the school.
- Liaise with and manage external contractors to deliver system maintenance, health and safety checks to equipment/rigging and design system upgrades and improvements, through to implementation.
- Manage a team of three including the two Senior Production Technicians and our Resident AV Technician.
- Participate in the production process for events with tasks such as design, preparation of equipment.
- Manage the maintenance and upkeep of equipment and stores, and to ensure an accurate inventory.
- Ensure all health and safety requirements are met for the use of the performance spaces and produce risk assessments for all theatre / event space activities.
- Participate in the CPD programme to enable the school to keep ahead of emerging technologies, and health and safety standards.
- Manage production budgets and support procurement, of equipment and materials, cost effectively.
- Oversee filming, recording of performance work for assessment/examination purposes.
- Liaise closely with Drama, Music, Dance and other departments to create great events.



Person specification

- Degree qualified and/or relevant professional qualification and experience (e.g. degree in drama, music or related field).
- Typically at least 5 years of technical production and techniques, including staging, set construction, rigging, costume design and installation of temporary structures, lighting, sound, video equipment and production management.
- Highly skilled in the operation of technical production tools such as Vectorworks and Capture.
- Technically proficient in managing the delivery of solutions relating to lighting, audio and video of event production.
- Experience of project management and delivering productions to deadline.
- Knowledge of Microsoft Office suite, basic networking and audio visual solutions.
- Experience managing technical teams and leading production processes, providing training, and setting high professional standards.
- Demonstrates the ability to think strategically, keeping organisational goals and objectives at the forefront.
- Remains objective and thinks clearly under pressure, responding effectively to complex situations.
- Takes initiative to ensure technical skills and specialisations are kept up to date in line with industry developments.
- Ideally has formal training in all technical production disciplines.
- Understands key school objectives and ensure these are applied effectively to all school activities whilst working to tight deadlines.
- A positive and proactive approach to work, using initiative to work independently and as part of a team.
- Confident in communicating with all stakeholders, including departmental staff, senior management, staff, students and parents.
- An ability to work unsupervised using your own initiative and to work quickly and calmly under pressure.
- A strong commitment to safeguarding and promoting the welfare of children and young people, and compliance with Keeping Children Safe in Education (KCSIE).
- A flexible approach to working hours, particularly during key events.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes

“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”





Inspiring girls

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www.downehouse.net



Downe
House

