

# EVENTS TECHNICIAN

REQUIRED FOR AUGUST 2026

CANDIDATE PACK



James Allen's Girls' School

# JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1200 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



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James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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## MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

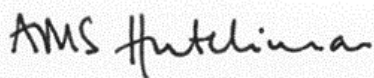
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



# EVENTS TECHNICIAN

## WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community.



### We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
  - Competitive salary
  - Pension scheme with 10% employer contributions
  - Enhanced sickness, maternity and paternity pay
  - Free onsite parking and bicycle storage
  - Free gym membership with discounted family rates
  - Employee Assistance Programme
  - Free lunches, teas and coffee all year round
  - Free access to the Dulwich Picture Gallery
  - School fee discount
  - Cycle to work scheme
  - Interest-free computer loans
  - Interest-free transport season ticket loans

# EVENTS TECHNICIAN

## JOB DESCRIPTION

### **JOB TITLE**

Events Technician

### **TERMS & CONDITIONS**

Permanent, Full Time, 35 hours per week 8am-4pm (with 1-hour unpaid lunch break)

Flexibility is required to support regular evening events and occasional weekend working, with time off in lieu given for hours worked in excess of 35 per week.

### **SALARY**

Full Time Equivalent Salary - £29,120 - £36,400 per annum, depending on qualifications and experience

### **RESPONSIBLE TO**

Director of Drama

### **Overview**

The successful applicant for this exciting role will be a skilled, practical and proactive Events Technician, with expertise in sound and lighting and AV, responsible for the smooth technical delivery of events across the JAGS presentation spaces.

JAGS has a range of well-used on-site performance and presentation venues, including:

- VWA – Main multipurpose space used for assemblies, concerts, drama and dance performances, and external hires
- Holst Hall – Multipurpose space with a raised stage, used for smaller concerts, assemblies and external hires
- Lecture Theatre – Purpose-built presentation space in the style of a university lecture theatre
- Pre-Prep Hall – Main hall for the Pre-Prep, used for assemblies and drama performances

This is a hands-on, varied role supporting school events, performances, external hires and live events. The Events Technician will work closely with the Music and Theatre Technicians and Theatre Manager, and will be expected to work flexibly, including evenings and occasional weekends.

The post holder must be confident working both independently and as part of a team, able to present a calm and professional manner to Students, staff and visiting external clients, and physically capable of moving and setting up technical equipment across the site.

### **Main Responsibilities**

#### **Internal Events**

- Provide technical support for all internal events across JAGS presentation spaces
- Work collaboratively with Music and Theatre Technicians on school productions and performances
- Assist the Theatre Manager with stage and technical preparations, including basic set-build work where required

- Support outdoor events such as Founder’s Day, including sound and AV provision for outdoor staging

### **External Hires**

- Act as on-site Events Technician for external hires and public events that the school hosts, delivering sound, lighting and AV support as agreed
- Liaise professionally with visiting companies and hirers to ensure events run smoothly
- Prepare venues to agreed technical specifications and supervise safe use of equipment

### **Live Streaming and AV**

- Assist with the setup and operation of live-streamed events, webinars and hybrid presentations
- Operate and troubleshoot AV systems including projection, screens, playback and basic video systems

### **Videography**

- Film and edit high-quality video content for school events, performance, and promotional purposes, including the production of the annual “Year in Review” video to be shown at the Celebration of the Year event
- Manage the video archive of school events, ensuring footage is catalogued, edited and accessible for future use by staff and pupils

### **Sound & Lighting for Events and Performances**

- Take the lead or assist in the setup, operation and de-rig of sound and lighting systems for assemblies, concerts, drama and dance performances, and other school events
- Operate and programme sound desks, microphones, playback systems, stage lighting and basic lighting control for live events
- Support theatrical lighting for school productions, including focusing lanterns, rigging, plotting and cue operation
- Provide sound support for performances, music events, choirs, bands and solo performers
- Ensure consistent technical standards across all performance and presentation spaces

### **Technical Operations & Maintenance**

- Prepare, load, unload and de-rig equipment before, during and after events
- Ensure the upkeep, storage and routine maintenance of sound, lighting and AV equipment
- Support the efficient running of the main auditorium and associated technical areas
- Arrange hire equipment as required and assist with checking equipment on arrival
- Manage consumables within budget limitations

### **Health & Safety**

- Comply with all health and safety policies, including safe manual handling and electrical safety
- Ensure equipment is used safely and venues are left secure and fit for use
- Contribute to risk assessments for events as required

### **General**

- Support project managers and teaching staff during the planning and delivery of events
- Be flexible and responsive to the changing demands of a busy school environment
- Carry out any other reasonable requests

# EVENTS TECHNICIAN

## PERSON SPECIFICATION

### Operational Excellence

- Ability to read AV schematics
- Knowledge of audio and DMX signal flow
- Knowledge and management of wireless frequencies and interference
- Knowledge of operation and maintenance of audio and lighting mixing desks such as: Soundcraft Si Impact; Yamaha DM3; Yamaha TF5; Ecler DAM614; ETC Element 2, ChamSys QuickQ 20; Zero 88 FLX S24, etc.
- Experience of mixing live events using multiple sources and presenters e.g. live microphones, PowerPoint, audio playback, video etc.
- Proficiency in editing PowerPoint presentations to ensure polished, professional delivery with smooth transitions
- Experience of audio and video recording and editing
- Experience of operating video switchers
- Understanding of DSP (Digital Signal Processor)
- Experience of operating video recording equipment
- Experience of supporting live streaming events
- Ability to work at height, including use of ladders, towers and on lighting rigs
- Physically able to move and handle large and heavy equipment
- Demonstrate flexibility and adaptability, with a willingness to work varied hours and undertake a range of duties, including evenings and weekends, as required by school events and operational needs
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy
- Ability to read CAD plans (desirable)
- Carpentry skills (desirable)
- Scenic painting skills (desirable)
- Experience of building scaffolding towers (desirable)
- Experience of writing risk assessments (desirable)
- Wiring cables/soldering skills (desirable)

### Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

### Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

## **Safeguarding and Pastoral**

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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## HOW TO APPLY

If you are interested in joining us, follow the instructions to complete the online application form via MyNewTerm.

Please note that applications must be submitted via MyNewTerm. CVs and covering letters sent via email will not be accepted.

All candidates must read our [recruitment policy and safeguarding \(child protection\) policy](#) before applying for any position within the School.

For further information please contact [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or call the recruitment team on 020 8693 1181.

**Closing Date: Midday on Tuesday 9 June 2026**

**Interview Date: Week commencing Monday 15 June 2026**

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

If you would like to request alternative application formats, please do get in touch with Recruitment at [recruitment@jags.org.uk](mailto:recruitment@jags.org.uk) or 020 8693 1181.

Jo Billington; Director of Drama, ([Joanna.Billington@jags.org.uk](mailto:Joanna.Billington@jags.org.uk)) will be happy to answer any questions you may have regarding the role.

If you would like to visit the school prior to applying, please contact the Recruitment Team via ([recruitment@jags.org.uk](mailto:recruitment@jags.org.uk)) who will be able to arrange this.

*Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.*

*JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.*

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Ages 4-18

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