

JOB DESCRIPTION

Casual Theatre Technician



HARROW
SCHOOL

DEPARTMENT	Drama and Theatre
REPORTS TO	Production Manager
RESPONSIBLE FOR	N/A
WORKING PATTERN	Flexible shifts (your employment contract will give full details)
ISSUE/REVISION DATE	September 2025

THE ROLE

Harrow School's Drama and Theatre department stages an ambitious and diverse range of productions and events across the year. Based in the Ryan Theatre, the theatre production team comprises a core group of technical, creative and administrative staff, working flexibly and supportively to deliver the programme, and liaising with colleagues and students across the organization as well as externally.

We are now seeking a Casual Theatre Technician to join this team to work broadly to support different elements of the production process. The role will provide the opportunity for the postholder to develop their experience and skillset within a busy, creative and supportive environment.

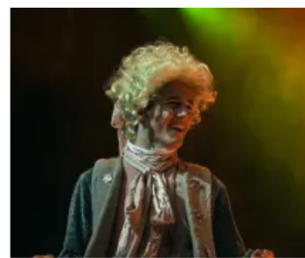
BACKGROUND

The School

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff. All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The Department

Harrow School is immensely proud of its drama programme, and the opportunities it offers its pupils to develop performance and production experience. Harrow's thriving theatre scene has inspired many former pupils to develop successful careers in the fields of arts and entertainment. The School's Ryan Theatre is equipped to industry standards, and seats over 300 at stalls and balcony level. In addition to Drama teachers, the department comprises technical, creative and administrative staff who mentor pupils in production, design and technical aspects of theatre-making. Pupils stage-manage and crew all shows.



The department stages around twelve full-scale productions each year, encompassing a wide variety of styles. All boys in their first year at the School follow an introductory taught course in Drama. Boys can opt to study GCSE and then A level Drama in subsequent years. Every boy performs during their first term at the School in the annual Shell Drama Festival, and there are regular opportunities for boys to mount their own creative projects. The department runs regular theatre trips to London, and hosts workshops and lectures from leading practitioners. The School offers Drama Scholarships to pupils demonstrating outstanding commitment and potential as performers, practitioners or technicians, and who exhibit skills relating to the department's core values: ensemble, empathy, clarity and discipline.

The department also runs a developed programme of partnership and outreach work. Community groups regularly make use of theatre facilities, and the department mounts a series of projects in which pupils collaborate with peers from partner schools. Managed in partnership with Shakespeare's Globe Theatre, the Jeremy Lemmon Project enables pupils from Harrow and local partner schools to work together with mentoring from the Globe's actors, and with annual performances on its stage.

We encourage you to find out more about Drama at Harrow, and to browse a gallery of recent production images at the School website here: <https://www.harrowschool.org.uk/learning-2/arts-and-culture/drama>.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

COLLABORATION AND MENTORING

- Work collaboratively with production directors, the theatre designer, technical staff, freelance creatives and pupils across a series of productions and events throughout the School year;
- Enthuse, instruct and mentor boys aged 13–18 who form the technical teams for productions and other performance events;
- Support Harrow School Enterprises Limited (HSEL) with the delivery of theatre-based activities during the calendar year.
- Undertake physical and manual tasks in the setup of spaces and equipment, and support the production processes and departmental operations day-to-day.

OPERATIONAL PLANNING

- Attend meetings as required;
- Undertake any other tasks reasonably requested by the Director of Drama or Theatre and Production Manager.

SAFETY

- Ensure areas of the theatre, production and storage spaces are consistently well maintained in a safe, tidy and presentable condition;
- Ensure all associated theatre equipment is well maintained, organised, stored and logged;
- Keep up to date with developments in health and safety and carrying out all duties in accordance with appropriate policy;
- Staff internal and external shows during performances – in a technical, fire warden or front-of-house capacity;
- Maintain records for appropriate areas and equipment on an individual production basis.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

PERSON SPECIFICATION

Post-holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Proven practical experience gained within a professional or theatre training environment

DESIRABLE

- First aid qualification
- Specialised training and qualifications in area(s) of individual production specialism

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of programming and operation of lighting consoles, especially ETC desks
- Knowledge of operating Qlab and sound consoles.
- Knowledge of theatrical power, power distribution and equipment
- Up-to-date knowledge of health and safety legislation
- Experience of working across a range of technical disciplines

DESIRABLE

- Experience of working with young people
- Proficient with industry rigging practice and hemp line flying systems
- Working knowledge of CAD software such as AutoCAD or Vectorworks
- Experience of stage management and stagecraft
- Experience of production rehearsal support
- Knowledge of equipment hire, purchase and finance processes

SKILLS AND ABILITIES

ESSENTIAL

- Strong organisational skills with the ability to plan, prioritise and work calmly to meet deadlines
- Ability to maintain technical equipment
- Ability to give technical advice to colleagues and pupils
- Excellent communication skills with the ability to build effective working relationships with colleagues, pupils and external stakeholders
- Ability to work well as a member of a small team and to understand and adapt to the culture of an independent boarding school

PERSONAL ATTRIBUTES

- Professional, pro-active with a positive working attitude
- Enthusiasm for expanding a current skill set by working across different technical production disciplines
- Ability to plan and work methodically, with a logical approach across all tasks, whether involved in solo or teamwork
- Ability to complete practical tasks, including manual handling, as required
- Ability to work methodically, tidily and in an organised manner in all tasks

OTHER REQUIREMENTS

- Flexible and willing to work evenings and weekends.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values, which are **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge our own poor behaviour and that of others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions while setting them in the context of today.

HUMILITY

- We work hard to serve others in the School and across our wider communities, where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome; we celebrate those who took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each person makes.
- We are role models for the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.