



Reed's School Job Description THEATRE TECHNICIAN

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the Role:	<p>This role will predominantly provide support to both academic and co-curricular drama, taking a lead in the successful delivery of technical (lighting, audio, video & set) requirements.</p> <p>There will also be responsibility for overseeing the use and maintenance of stage equipment and the organisation of the Drama Department storage rooms.</p> <p>The role also involves providing technical expertise to the music department for concerts and recitals and whole School events such as assemblies, visiting speakers, Speech Day and Open Mornings.</p> <p>This role will report into the Director of Drama.</p>
Main Duties and Responsibilities:	<p>Drama Department Duties and Responsibilities:</p> <ul style="list-style-type: none">• Design and operate the technical requirements for school productions and academic assessments, including lighting, sound, projection and set elements, as required.• Help to ensure that each School production has sufficient technical crew to rig and de-rig, and generally manage technical and crewing areas of production.• Film, edit and archive performances and student assessments to the Drama department Vimeo account.• Organise and run workshops to educate pupils in lighting, sound, stage management and the proper use of all equipment.• Order/hire supplies and equipment for Drama and Music productions.• Liaise with external companies and service providers where required.• Complete minor repair work of the technical equipment.• Ensure the set and furniture stores are organised and catalogued.• Ensure the Drama facilities and venues are compliant with current Health and Safety legislation and complete Health and Safety and

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Fire Risk Assessments for venues and events on the School site and temporary venues, alongside the Operations Director & Ripley Court Bursar.

- Carry out PAT Testing for lighting and electrical equipment used for drama productions.
- Contribute to discussions about any special lighting or sound requirements for each production and hire any additional equipment required.
- Act as the responsible adult in charge during rigging, focussing, plotting and de-rigging sessions.
- Supervising the get ins and get outs of each production, liaising with the caretaking team, as required.
- Act as the Duty Manager for all outside shows that require technical support.
- Help to ensure that all Health and Safety legislation is followed by external users.
- Act as a responsible adult on School theatre trips where required.
- Maintain knowledge and attend courses to ensure the effective and safe running of all Drama productions.

Whole School Duties and Responsibilities:

- To design and operate any sound, lighting or staging requirements for Music Department recitals and concerts.
- Provide audio and visual support for school events such as assemblies, Speech Day and Open Mornings.
- To be the first point of contact for members of staff wishing to use lighting and sound equipment around the School.
- Maintain a booking system for the school assembly hall.
- Communicate with the relevant member of staff as to their requirements and deadlines for use of equipment and to arrange for equipment to be set up and prepared.
- Be responsible for the management of stock levels, including ordering, checking deliveries and a regular audit of resources.

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	<ul style="list-style-type: none"> • To maintain the asset, register for the Drama Department. • Maintain knowledge of current Health and Safety legislation and other legal requirements affecting the areas of responsibility and ensure that all work is carried out in line with Reed's School policy and procedure. • Attend weekly department meetings and daily office catch-ups. • Undertake such other comparable duties as the Director of Drama may require from time to time. • Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.
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Reed's School Person Specification

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	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of technical work within a theatre, entertainment or school environment. • Experience of rigging and operating sound and lighting equipment. • Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process. 	<ul style="list-style-type: none"> • Experience of working at height, use of ladders, use and storage of pyrotechnics, manual handling, use of lighting and sound boards/mixers and plotting cues, use of 'specials' and pyrotechnics, PAT testing, use of hemp sets, pulleys and flying of bars. • Experience of production management. • Teaching / coaching experience.
Skills and Knowledge	<ul style="list-style-type: none"> • Good verbal and written communication skills. • Excellent organisation skills. • Knowledge of the operation of technical equipment within a theatre, management of a 	<ul style="list-style-type: none"> • Appropriate technical or professional qualifications/training within drama production, sound and lighting. • First Aid at Work Certificate (training available).

	<p>stage crew and planning and executing the technical aspects of a production.</p> <ul style="list-style-type: none"> • Knowledge of the care and maintenance of lighting, sound and stage equipment. • Knowledge of ETC Lighting Controls, digital sound desks, Film Editing (e.g. Final Cut), QLab. 	
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Pro-active, 'can do' approach. • Ability to work on own initiative and as part of a team. • Ability to work under pressure and to deadlines. • Flexible in prioritising work; open to change. • Ability to work imaginatively and with close attention to detail. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to work calmly and constructively under pressure. • Positive attitude to use of authority and maintaining discipline. 	