

Downe House

CANDIDATE INFORMATION PACK

GRADUATE EVENTS PRODUCTION TECHNICIAN (RESIDENTIAL) FIXED TERM CONTRACT



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

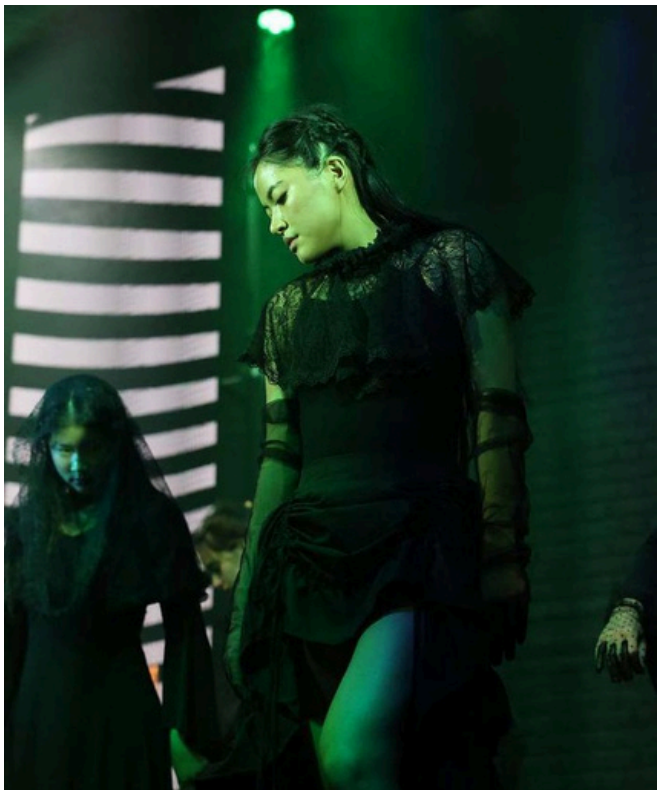
Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the 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

GRADUATE EVENTS PRODUCTION TECHNICIAN

START DATE: As soon as possible

HOURS: 37.5 hours p.w for 36 weeks p.a. (Term time plus 2 weeks)

CONTRACT TYPE: Full-Time, Fixed Term

REPORTING TO: Director of Technical & Production

SALARY: £19,480 p.a.
Free meals and accommodation

LOCATION: On site

TATLER Schools Awards 2027 — Downe House — Best Public School — WINNER

DEPARTMENT OVERVIEW

The Technical and Production Department at Downe House is responsible for delivering high-quality technical production, audio-visual services, and live event experiences across the School. The department supports a wide range of activities, including theatre productions, concerts, fashion shows, conferences, lectures, and major school events, combining technical expertise with creative event delivery.

The team provides opportunities for pupils to develop practical skills in live production through initiatives such as Tech Club, while maintaining strong links with the professional entertainment industry. Staff work across disciplines including lighting, sound, video, broadcasting, staging, and production design, ensuring successful delivery of both curricular and co-curricular activities.

The department collaborates closely with the School's Digital Delivery and Innovation team to maximise the use of audio-visual and production technologies. As a Microsoft Showcase School, Downe House demonstrates a strong commitment to innovative digital teaching and learning.

The department is led by the Director of Technical & Production, supported by the Head of Sound, AV & Broadcast, the Head of Lighting & Pre-visualisation, and a wider team of production staff and contractors.

JOB PURPOSE

The Graduate Events Production Technician supports the delivery of high-quality technical production and audio-visual services for a wide range of school events and productions. Working alongside experienced professionals, the role provides hands-on training and experience across technical disciplines including lighting, sound, video, broadcasting, and event production.

Key responsibilities include assisting with the design, setup, operation, maintenance, and safe use of technical equipment, ensuring events are delivered professionally and effectively. The role also involves supporting productions, performances, examinations, meetings, and school events, while helping maintain and operate the School's audio-visual systems and performance spaces. The post offers an excellent opportunity to develop practical technical skills while working closely with both staff and pupils across the School.



MAIN DUTIES AND RESPONSIBILITIES

- Work collaboratively as part of the Technical & Production Department, supporting all stages of event and production delivery, including planning, design, equipment preparation, installation, rehearsals, operation and dismantling.
- Contribute creatively and innovatively to the design and delivery of events and productions, helping to ensure that the experience of pupils, parents, staff and other audiences remains central to the production process.
- Assist with the setup and operation of lighting, sound, video, broadcast and other technical production equipment across the School's performance and event spaces.
- Provide technical assistance for presentations, meetings, conferences, webinars and virtual events, including the setup, operation and testing of audio-visual and video conferencing equipment.
- Assist with the creation, recording, editing and distribution of digital media content before, during and after events and productions, in accordance with the School's requirements.
- Support the operation, testing, maintenance and development of fixed and portable audio-visual systems, working collaboratively with the Digital Delivery and Innovation Department where appropriate.
- Contribute to the maintenance, organisation and upkeep of technical equipment, workshops and stores, ensuring equipment is appropriately maintained, safely stored and accurately recorded within the department's inventory systems.
- Assist colleagues and external contractors with technical maintenance, equipment inspections, system upgrades and improvements, under appropriate supervision.
- Promote and follow safe working practices across technical production activities, adhering to departmental procedures, relevant health and safety requirements and guidance from experienced colleagues.
- Engage with relevant new and emerging technologies, contributing ideas and exploring opportunities to improve the quality, efficiency and creativity of the department's work.
- Participate in training and continuing professional development opportunities, developing technical skills, industry knowledge and safe working practices across a range of production disciplines.
- Support opportunities for pupil involvement in technical production, including activities such as Tech Club, helping pupils develop their skills, confidence and understanding of backstage and production roles.





RESIDENTIAL ACCOMODATION

The Graduate Events Production Technician (Residential) is a residential post, and the successful candidate will be required to live in the accommodation provided by the School. The accommodation will be available throughout the year, including during school holidays.

The accommodation will be on site and will comprise of a self-contained, one-bedroom flat suitable for a single person. It will be provided with basic furnishings and white goods, with all services included free of charge. A basic cleaning service is normally provided by the Housekeeping Team for on-site accommodation.

The post does not carry any additional boarding-house or pastoral responsibilities.

The role will be for a fixed term period until July 2028, but could be extended.



WORKING HOURS

Downe House is a full boarding school with an extensive programme of events and activities taking place seven days a week. The Graduate Events Production Technician will therefore be required to support evening and weekend events as the School's programme demands.

The role comprises 37.5 hours per week across 36 working weeks per annum (Term time plus two additional weeks). A flexible approach to working hours will be required to accommodate the varying demands of events and productions.

The postholder will normally be allocated two days off each week, typically Wednesday and Thursday, although these may be varied according to the School's event schedule.

Working hours will be planned in accordance with departmental arrangements, with appropriate provision for rest periods and time off. The residential nature of the appointment does not imply an expectation of availability outside agreed working hours.





Person specification

Essential

- Strong computer literacy and confidence learning new technologies and software.
- Good organisation, time management, and problem-solving skills.
- The ability to communicate professionally with a wide range of people, including non-technical audiences.
- A collaborative approach, working well within a team while showing initiative and knowing when to seek support.
- A reliable, flexible, and proactive attitude, with the ability to remain calm under pressure and adapt to changing priorities.
- Be committed to continuous learning and professional development.
- Enjoy working with young people and contributing to the wider school community.
- Be willing to work evenings and weekends when required for events and productions, and reside in the accommodation provided.
- Be prepared to undertake training and work safely at height where necessary.
- Demonstrate professionalism, discretion, and confidentiality in a school setting.
- Show a strong commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a passion for live events, technical production and technology, with creativity and enthusiasm for developing the skills, knowledge and experience required for a career in the industry.
- Have an interest in technical production disciplines, including lighting, sound, video, staging, rigging and production design, with a willingness to develop practical skills across these areas.

Desirable

- Previous practical experience in one or more technical production disciplines, gained through education, amateur, voluntary or professional activities.
- Familiarity with creative and technical software, such as Adobe Creative Cloud, Microsoft 365, Vectorworks, Capture or comparable applications.
- Experience of supporting live events, theatrical productions, concerts, audio-visual systems or digital media production.
- Familiarity with technical production equipment and software, such as Avolites and ETC lighting consoles, DiGiCo sound desks, QLab show-control software or comparable systems.
- Practical experience or familiarity with live sound, including radio microphone setup and audio mixing, would be highly advantageous.

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



BEREAVEMENT SUPPORT
practical, probate & emotional support



COMMUNITY & SOCIAL
regular social events for staff & family



CPD
weekly opportunities for learning & development



CYCLE TO WORK SCHEME
savings on purchasing a bicycle & accessories for commuting purposes



EMPLOYEE ASSISTANCE
confidential advice & counselling service



EYE TEST
free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS
vouchers for 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



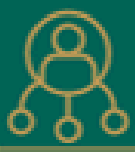
GYM
free access to on-site gym & discounts at local gyms



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



"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