



FELSTED SCHOOL JOB DESCRIPTION

Theatre and Events Technician

The Role

Accountable to: Director of Performing Arts/Head of Drama/Senior Production Technician & Events Manager

Accountable for: Casual/Freelance Technical Staff, External Contractors

To support the Performing Arts Department in ensuring school productions, Drama, Dance and Music provision, as well as school events are delivered at the highest level of quality. To work effectively with both internal staff and external contractors to ensure that events, conferences and presentations are suitably resourced and delivered.

Role Responsibilities (illustrative, not exhaustive, list):

1. Technical support of Felsted Performing Arts Facilities and other school venues

- Advise on development, maintenance, and installation of technical equipment across both Prep and Senior school sites as appropriate
- Maintain the high standards of Performing Arts facilities
- Contribute to fit-ups, get-outs, and rigging as required
- Assist in the management of storage both on and off site for props, set, costume etc
- Assist in carrying out and recording stage and technical equipment safety checks
- Maintain appropriate stock of regularly used materials/resources
- Act as Duty Technician/Stage Crew as required
- Assist with School productions across both the Prep and Senior School as required

2. Support for exams and productions within Senior School

- Design, build and implementation of set and scenic items as required
- Assist with prop and costume hire/construction as required
- Design and implement lighting and sound designs as required
- Assist with running of production budgets
- Ensure health and safety compliance within all areas of rehearsal and performance
- Performances and Productions currently include:
 - LAMDA Performances and exams (6 per year)
 - Dance Show
 - Music Events (8 per year)
 - Performing Arts Showcase
 - Senior Production
 - Year 9 & 10 School Production
 - 6 practical Drama exams per year

3. Support for all other major public events and specific social functions

- Ensure health and safety compliance for public events and social functions
- Assist in the delivery of technical requirements for a variety of functions and lettings both on and off site as required
- Ensure provision of technical support to social functions & school events as required. These events include, but are not limited to, House Dinners, Sports Dinner,

International Dinner, House Shout, Public Events - Open Days, Sparkle Sevens, Swing into Spring, Butler & Cromwell Lecture, OFS events, School Social events, Leavers Ball, PTA events, MUN conferences, RS Conference, Senior and Prep Speech Days

- Management and supervision of external contractors as required

4. Day to day running of the theatre

- Work proactively as a member of the Performing Arts department
- To assist in the day-to-day running of the theatre and other spaces across both schools
- Maintaining theatre equipment and delivering PAT Testing programme
- Maintaining high levels of health, safety and security in all activities in accordance with legislation, licensing and Health and Safety policy
- At all times to be responsible for safe working practices of self and others within all technical working areas, including good order and safe operation of all backstage areas and instruction of visiting artists on emergency and evacuation procedures as appropriate
- To ensure adherence to health and safety regulations at all times
- Assisting to keep risk assessments relating to technical areas maintained
- To maintain inspections and accurate records in relation to LOLER, PUWER, COSHH and WAH equipment
- To specify technical staffing for all events and engaging casual staff as required in consultation with colleagues
- To lead and respond appropriately in a theatre event emergency
- Act as Duty Technician/Stage Crew as required
- Work proactively with staff in other departments within the school

5. To actively promote theatre in the school

- Promote an awareness of, and an interest in, theatre and The Arts amongst the pupil body
- Support school trips and outings run by the Director of Performing Arts during the school year
- Provide technical, logistical and health and safety support for visiting professional shows/workshops

6. To liaise and work with a range of other professional organisations

- To represent the School at relevant educational and professional level events and be active within theatre groups and forums.

7. To Take Responsibility for Personal Professional Development

- Maintain a working knowledge of the industry and be able to share knowledge and skills as appropriate

8. Any other duties which might reasonably fall to a technician

- To assist in the running of the technical department in a safe and professional manner to the highest technical standards

Skills, Knowledge and Experience

Essential:

1. Good level of education, A*-C grade GCSE's in Maths, English and Science or hold an equivalent qualification
2. Be able to show knowledge and experience in some of following areas - Scenic Construction, Costume, Stage Management (inc props), Lighting, Sound (digital, analogue and live), AV (filming, editing, live streaming)
3. Hold a full, clean driving licence
4. Ability to work with children (especially aged 13-18)
5. Excellent team working skills
6. Able to work flexible hours, including evenings and weekends

7. Able to work under pressure
8. A professional, friendly and approachable attitude in dealing with the public and colleagues.
9. Able to deliver high levels of customer service
10. Experience at an appropriate level in the Performing Arts sector
11. Experience of carrying out risk assessments
12. Knowledge of COSHH, PUWER, LOLER and its implementation of within the workplace
13. Computing skills to include the ability to use google suite, Qlab, ETC, Windows and OSX
14. Ability to problem solve in a safe and appropriate manner to achieve predetermined objectives
15. Comfortable working at height
16. Willingness to train as a first aider / fire marshal
17. Willing to learn and improve existing skills, undertaking training as required

Desirable:

1. Relevant Health and Safety qualifications
2. PASMA & IPAF qualifications
3. Knowledge of scenic construction, lighting, costume, stage management, and/or sound
4. Degree qualification (or equivalent) or relevant professional experience in theatre / performing arts
5. Professional industry contacts across a range of areas
6. Previous experience of working in an Educational environment

Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Repetitive limb movements
- Working with machinery – tools, access ladders
- Working with chemicals
- Working in confined spaces
- Prolonged physical/manual work/manual handling
- Working in isolation
- Working at height
- Working with display screen equipment

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free hot drinks (tea, coffee)
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- Hours of work will be 37.5 hours per week across five days out of seven (Monday-Sunday)
- Term-time, plus 6 weeks floating throughout the School holidays (equating to 40 weeks per year)
- Additional hours worked given as TOIL as agreed
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- This post will require working unsociable hours, including evenings and weekends
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____