Downe House



CANDIDATE INFORMATION PACK

EVENTS PRODUCTION MANAGER



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

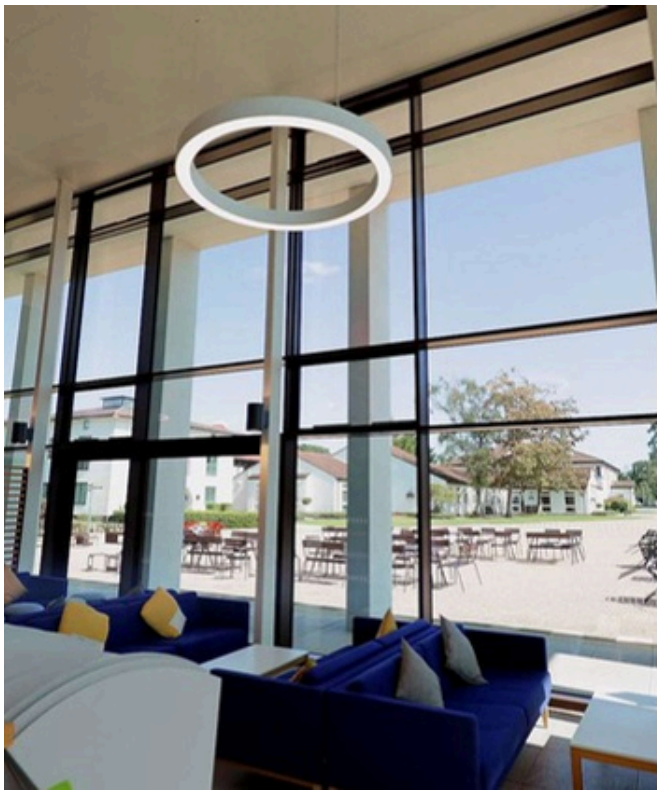
Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the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

EVENTS PRODUCTION MANAGER

START DATE: As soon as possible

CONTRACT TYPE: Full-Time, Permanent

SALARY: £33,000 - £37,000 FTE

HOURS: Core hours of 37.5 hours p.w. for 38 weeks p.a.
(Term time plus 4 weeks)
Flexibility will be required.

REPORTING TO: Director of Technical & Production

LOCATION: On site

TATLER
Schools Awards 2027
Downe House
Best Public School
WINNER

DEPARTMENT OVERVIEW

The Technical & 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

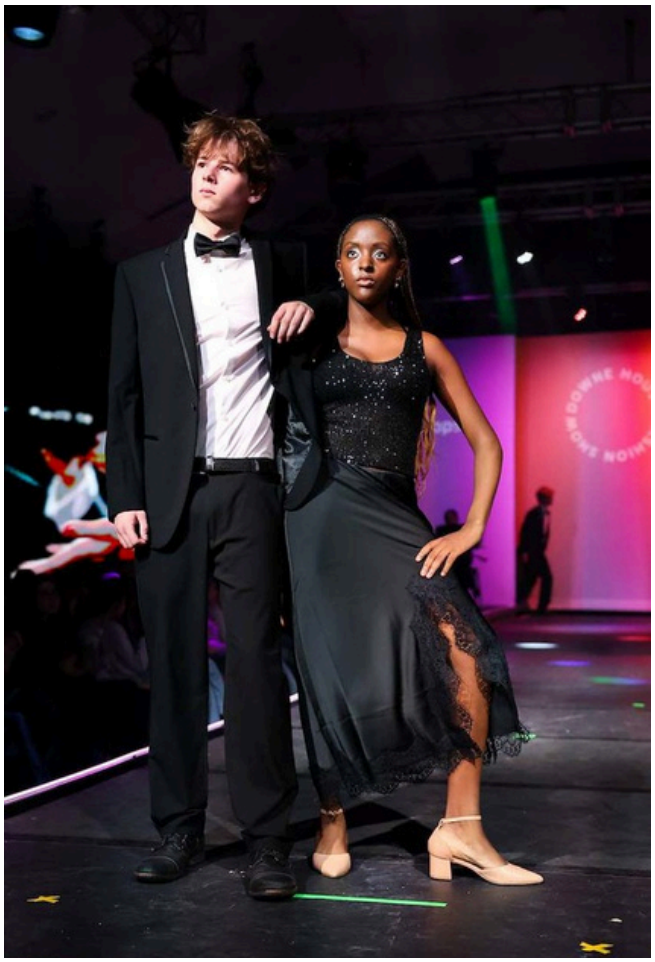
The Events Production Manager will be responsible for the planning, coordination and delivery of the School's Core Events Programme, ensuring events are delivered safely, professionally and efficiently.

The Core Events Programme covers a varied range of school activities, including performances, concerts, lectures, assemblies, presentations and other events requiring technical production support. Events are allocated to the programme by the Director of Technical & Production according to their requirements and wider departmental priorities.

Working closely with colleagues across the School, you will take responsibility for the production management of events from initial planning through to delivery and evaluation. This includes establishing technical requirements, developing production schedules, coordinating allocated resources and ensuring that everyone involved has the information and support they need.

The role combines production management with practical technical delivery. You will be expected to take a hands-on role in preparing, setting up and operating events where appropriate, whilst coordinating the involvement of the department's specialist technical teams for more complex productions.





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.

MAIN DUTIES AND RESPONSIBILITIES

- Take responsibility for the production management of the School's Core Events Programme, coordinating events from initial planning through to delivery and post-event review.
- Work closely with event organisers and colleagues across the School to establish and advance event requirements, agree technical specifications and develop realistic production plans.
- Develop and maintain production schedules, including planning meetings, technical preparation, venue access, installation, rehearsals, operation and dismantling.
- Coordinate staff, equipment and resources to ensure events are delivered safely, efficiently and to a high standard.
- Assess resource needs, manage competing priorities and provide recommendations to support event delivery decisions.
- Serve as the primary production liaison for events, maintaining clear communication between organisers, technical teams, contractors and other stakeholders.



- Provide hands-on technical setup and event operation while coordinating the planning, logistics and delivery of the wider Core Events Programme.
- Coordinate with Sound, AV, Broadcast, Lighting and Pre-visualisation teams to develop and deliver technical production requirements.
- Manage production planning, schedules, technical documentation, risk assessments and health and safety requirements for event delivery.
- Oversee the delivery of events, ensuring smooth operations, problem-solving and high standards of safety and professionalism.
- Monitor budgets and expenditure, support procurement activities and escalate financial or operational concerns as needed.
- Maintain accurate production records, event plans, schedules and technical documentation.
- Conduct post-event reviews to identify improvements in planning, resource allocation and event delivery.
- Support the training and development of colleagues and pupils involved in technical production.
- Contribute to wider departmental projects and major technical production initiatives as directed.



Person specification

Essential

- Proven experience planning, coordinating and delivering live events from concept through completion.
- Strong technical production knowledge across lighting, sound, video, staging, rigging and live event operations.
- Technical experience in one or more production disciplines, with hands-on technical expertise with the ability to independently set up and operate equipment.
- Excellent organisational and time management skills, capable of managing multiple events and deadlines.
- Experience leading and coordinating teams to ensure effective event delivery.
- Strong problem-solving abilities, particularly under pressure in live event environments.
- Ability to assess event requirements, develop production plans and identify additional resource needs.
- Strong understanding of health & safety, risk assessments and safe working practices in technical production.
- Comfortable working at height and using access equipment safely.
- Financially aware, with experience managing event costs and budgets.
- Proficient in planning, scheduling and documentation systems, with strong IT skills.
- Effective communicator able to engage with a wide range of stakeholders, including non-technical audiences.
- Collaborative team player with the confidence to manage events independently.
- Proactive, adaptable and reliable, able to respond positively to changing priorities and challenges.
- Flexible with working hours, including evenings and weekends to support events.
- Committed to safeguarding and promoting the welfare of children and young people.





Person specification

Desirable

- Previous production management experience within a school, theatre, performing arts organisation or similar varied events environment.
- Experience of delivering a programme of events across multiple venues, balancing resources and working with a wide range of event organisers.
- Have experience managing event budgets or monitoring production expenditure, with an understanding of procurement and cost-effective resource management.
- Experience using production and resource management software, such as Current RMS or comparable systems, for event planning, equipment allocation and scheduling.
- Familiarity with technical planning and design software, such as Vectorworks, Capture or comparable applications.
- Working knowledge of live sound, including radio microphone systems and live audio mixing, would be a significant advantage, as these are used throughout the School's events programme.
- Familiarity with technical production equipment and software, such as Avolites and ETC lighting consoles, DiGiCo sound desks, QLab show-control software or comparable systems.
- Relevant professional qualifications or training in technical production, event management or health and safety.
- Experience supporting the development of junior technicians, trainees or volunteers.
- Experience managing external suppliers, equipment hire and technical contractors.

There is scope for the practical and technical aspects of the role to develop according to the skills and experience of the successful candidate.



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



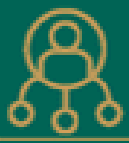
GYM
free access to on-site gym & discounts at local gyms



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

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net

Downe House