

CANDIDATE INFORMATION PACK

TECHNICAL THEATRE MANAGER

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are seeking a skilled Technical Theatre Manager to take overall responsibility for the management, administration and technical requirements of the Performing Arts Centre, a hub of our vibrant school community. Our ideal candidate will have a creative eye and enjoy managing in a fast-paced environment on all aspects of sound, light and stage design and delivery.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2024, 70% of GCSEs were a grade 9, and a notable 89% of grades were 9/8. At A-Level our students achieved an impressive 46% A* grades, 84% A* - A and 96% A* - B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41 in 2024, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



TECHNICAL THEATRE MANAGER

THE ROLE

North London Collegiate School is seeking a skilled Technical Theatre Manager to take responsibility for the management, administration and technical requirements of the Performing Arts Centre, a hub of our vibrant school community.

Our ideal candidate will set high standards of technical excellence and health and safety. They will have a creative eye and enjoy managing in a fast-paced environment on all aspects of sound, light and stage design and delivery. This role would suit a solution-oriented individual, who thrives on challenges and takes pride in staying up to date with the latest developments in stage equipment.

Joining part of a successful and supportive team of committed educators, sharing their enthusiasm for inspiring young people is essential. The Technical Theatre Manager will line manage the Theatre Technician and will work closely with the Director of Drama to facilitate the high standards of the Performing Arts programme. The role would suit someone equally at ease with both independent and collaborative working. Interest and experience in set and prop construction and video editing would be beneficial.

LINE MANAGER:

Senior Assistant Head (Enrichment).

CONTRACT:

Permanent, working all year round.

HOURS OF WORK:

40 hours per week, Monday to Friday. You will need to be flexible to work at events at weekends and in the evening.

ACTUAL SALARY:

£40,901 - £45,147 depending on skills and experience.

THE PERFORMING ARTS CENTRE

In March 2007, the school opened its new Performing Arts Centre, now named the Bernice McCabe Performing Arts Centre after our previous Headmistress who was a staunch advocate for the importance of drama and performance, an approach that still informs our work in making drama a central element to School life. This outstanding facility includes a 350-seat auditorium, a flexible stage (including an orchestra pit) and professional lighting and sound facilities. Students are able to develop all the technical skills required in mounting a production and many students choose to attend enrichment classes in technical theatre.

The school also enjoys a Black Box Theatre (the 'Black Studio') equipped with fully computerised lighting and sound capabilities and a full-sized cinematic screen with professional standard projector; a storage room; a props room; a wardrobe and the Drama office. The Theatre Manager has a further office in the PAC.

EXTRA - CURRICULAR ACTIVITIES

SENIOR SCHOOL

The extra-curricular programme is wide and varied. There are several productions each year. The annual Senior School Production involves a large cast of students from Years 10-13. Past productions have included Emilia, where we were the first school in the country to perform, Treasure Island, Legally Blonde, A Winter's Tale, and Made in Dagenham.

The annual Year 9 performance takes place with approximately 60 students and recent productions have included George and the Dragon, Lord of the Flies, and The Railway Children.

Years 7 & 8 also stage a further production in the PAC during the Summer Term. Productions have included Anansi The Spider and the Middle Passage, Little Shop of Horrors, and Around the World in 80 Days.

There are many other performances which are staged throughout the year including a Year 12 pantomime, a Year 7 Drama Evening, 'Glimmers', Canons Fringe, and a Year 13 student directed play. There are also thriving Technical Theatre Clubs for students to join and learn the apposite skills.

JUNIOR SCHOOL

The Junior School mounts two full scale theatrical productions in the PAC each year which involve the Technical Theatre Manager and Theatre Technician designing and building the sets, and designing and operating the tech.

The Year 4 production takes place in the Spring Term and involves about 50 8-9 year olds. Past productions include 'A Midsummer Night's Dream' 'Pippi Longstocking', and 'Five Children and It'. The Year 6 production takes place in the Summer Term and involves 50 pupils. Past productions include 'School of Rock', 'The Wolves of Willoughby Chase' and productions written for the students based on work they devised. For their performance, Year 6 pupils often take on additional responsibilities backstage, with a group of girls learning about lighting and sound design and operating some of this with supervision.

Additionally, there are two concerts in the PAC which involve the whole Lower School (about 200 7-11 year olds). These take place at the end of the Autumn and Summer Terms.

TECHNICAL THEATRE MANAGER

MAIN RESPONSIBILITIES

- Managing all technical and operational aspects of the PAC and separate Black Box Theatre, overseeing specialist lighting and sound equipment and media systems.
- Leading on sound, lighting and set design for productions, Performing Arts events and further events held in a range of venues around the school site.
- Ensuring the smooth operation of all technical aspects during events which could include, but is not limited to, sound, lighting, rigging and stage management.
- Line management responsibility for the Theatre Technician.
- Lead and work with students as part of the Technical Theatre Clubs
- Support the academic team in the delivery of technical design aspects of the examination courses.
- Carry out set construction, fit up and get out for productions, arranging external equipment hire as required.
- Ensuring current Health and Safety Regulations are observed at all times and that work is carried out in accordance with agreed safe working practices.
- Updating Risk Assessments and regular reviews of Safe Systems of Work.

MAIN RESPONSIBILITIES continued ...

- Auditing, maintaining and updating all theatrical lighting and sound system equipment as part of an annual cycle that includes cleaning, repairing, testing of portable appliances and statutory inspections.
- Ensuring the safe and proper storage of Performing Arts equipment when not in use and efficient management of props and costume stores.
- Overseeing and providing general technical support for an extensive range of events including productions, concerts, open days, charity events, assemblies and lectures.
- Maintaining proficiency in all PAC systems, attending appropriate training to ensure up-to-date competence in these areas.
- Keeping the PAC calendar and working with the Senior Assistant Head (Enrichment) to maintain the booking system.
- Liaising regularly with the Digital Content Manager to provide dynamic content which supports the work of the Performing Arts.

OTHER RESPONSIBILITIES

- Support the academic work of the Drama and Music departments with recording practical work and curricular events.
- Regularly review equipment and maintenance needs with Performing Arts staff.
- Work with Junior School and Pre-School staff to support performances and events as required.
- Foster an interest in technical theatre within the student body, running a co-curricular activity for technical theatre.

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers.



THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EDUCATION & QUALIFICATIONS

Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above.

Degree level or equivalent Technical Theatre/Stage Management qualification.

A qualification in, or experience of, scenic construction (desirable).

SKILLS & ABILITIES

The ability to work independently as well as part of a team.

Ability to work under pressure and to tight deadlines.

A creative leader, able to bring a strong creative team together to promote and produce the highest standards of production values.

Familiarity with working at height.

Experience working with a range of lighting and sound systems.

Familiarity with QLab, Eos programming and LogicPro.

A good working knowledge of Microsoft Outlook, Word, Excel and TEAMS.

EXPERIENCE & KNOWLEDGE

Experience in theatre health and safety measures with a proven track record of producing and implementing vision and strategy.

Knowledge of sound and technical equipment such as Qlab.

Knowledge of digital video recording equipment.

Experience of, or an interest in, teaching technical skills through an extra-curricular club.

Experience in touring shows to festivals such as the Edinburgh Fringe (desirable).

For those with a film background, an enthusiasm for theatre is key.

An understanding of the independent school sector.

OTHER

Personal integrity, honesty, energy, stamina and enthusiasm.

A sensitivity to the needs of young people and a commitment to their support, care and nurture.

Ability to maintain strict confidentiality.

Enthusiastic, and self-motivated to get the job done to the highest standards.

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:
Wednesday 24th September 2025

Interview Date:
Wednesday 1st October 2025

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

SALARY

Highly competitive salary, paid according to experience and qualifications.

ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

PENSION

Staff are eligible to join the Support Staff Pension Scheme.

MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair glasses.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

FEE REMISSION

Staff are eligible for 60% fee remission for up to two daughters that meet the entrance criteria. The remission is pro-rated for part time staff.

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



