



JOB DESCRIPTION

Job title: General Theatre Technician (casual, self-employed)

Rate of pay: £18 per hour

Days and hours: As agreed

Reports to: Technical Theatre Manager and Director of Drama

Purpose:

The primary purpose of the post is to assist the Technical Theatre Manager with school productions and examination performances and to be the lead Technician for evening events or external lettings, as required.

Key Responsibilities:

- Provide first-line support to all Performing Arts events (Drama, Music and Dance), demonstrating excellent interpersonal skills
- Act as duty manager for evening events and external lettings at the Phoenix Theatre
- Provide first line maintenance support requested by the Technical Theatre Manager for lighting and sound equipment, machines, furniture, fixtures and fittings within the department
- Assist the Technical Theatre Manager during productions to ensure the productions are of the highest standard
- Assist with logistics for Drama and Theatre examination performances
- Provide technical support to events at the school as agreed with the Technical Theatre Manager
- Maintain and operate all the technical resources in theatre
- Ensure visiting companies are fully briefed on the building and theatre, and are made aware of the health and safety and fire evacuation procedures
- Protect the interests of The King Alfred School during community use of the theatre, acting as onsite technical manager for those events

Training / Teaching:

- Ensure staff and students can utilize the theatre and the equipment as required
- Provide training on equipment as requested. Ensure students and crew have adequate knowledge of equipment and procedures for all events

Health and Safety:

- Ensure all health and safety requirements are adhered to in all performance spaces, and that risk assessments are thorough for productions

Security:

- Ensure theatre security for equipment, building, staff, and students

Person Specification:

A General Theatre Technician who has up-to-date knowledge of theatre systems, excellent knowledge of IT, strong interpersonal skills, and the ability to work under pressure.

Key Requirements:

- Experience or degree equivalent experience in the theatre industry

- Experience or degree equivalent experience of stage-management for professional theatre
- Excellent knowledge of IT including projector set-up, PowerPoint presentations, computer system set-up, and both Mac and PC performance-based programmes
- Design, building and crewing experience on productions
- Up-to-date knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use
- Up-to-date knowledge of digital audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques
- Excellent interpersonal and communication skills
- Ability to manage and support students of technical theatre
- Experience of working with young people is desirable but not essential
- Ability to work independently and in a team environment
- Enthusiasm, willingness and a flexible approach to working hours and duties
- Demonstrates a positive motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers, social media checks, and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.

We are seeking to enhance the diversity of our staff and student body and would therefore particularly welcome applications from groups currently under-represented in our school community, especially those from the global majority.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.