



NOTTINGHAM
GIRLS' HIGH SCHOOL

GDST

JOB DESCRIPTION

JOB TITLE:	Senior Theatre Technician
JOB PURPOSE:	Responsible for all aspects of the technical operation of the Squire Performing Arts Centre ('the space'). The post holder will provide technical expertise and support to all users, including school, visiting companies and external hirers.
ACCOUNTABLE TO:	Director of Finance and Operations
REPORTING TO:	Performing Arts Centre Manager
LINE MANAGE:	Technicians, permanent and bank; backstage student volunteers and bank
LIAISES WITH:	Operations Manager
MAIN AREAS OF RESPONSIBILITY:	<ul style="list-style-type: none">• Ensure that the technical operation of 'the space' is always safe and complies with current legislation and industry standards• With the Centre Manager, establish operating procedures and protocols for all technical equipment• Responsible for ensuring all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required.• As required, assist with the manufacture, painting, moving and storage of scenery, props and special effects• Lead with lighting and sound design and operation, including; rigging, de-rigging, lighting, sound, AV equipment, staging, flying pieces, seating layout changes, get-ins and get-outs. Ensuring that all equipment is in place for the commencement of shows and events• Liaise with the Director of Music, Head of Drama and junior school arts co-ordinators to ensure a consistently high standard of technical support to the school• Responsibility for the smooth day to day running of technical support for curricular and co-curricular activities, school events such as plays, concerts, etc.• Train and supervise pupils and staff in the use of technical equipment as required, in liaison with the Director of Music and Head of Drama• Supervise and direct the work of backstage volunteers, ensuring that all volunteers are adequately trained and/or supervised for the work they are carrying out• Ensure a first-class service and give hands-on technical support to all visiting companies and external hirers. Liaising with external customers to ensure the safe and appropriate operations of all systems and equipment• Represent the school with stakeholders and the wider arts community, to build constructive relationships to help further the aims of 'the space'.• Take responsibility for maintaining an up to date inventory of all technical assets including consumables and equipment ensuring that they are appropriately stored and controlled. Make recommendations for improvements• Order and obtain supplies as required in agreement with the Centre Manager within agreed budgets

HEALTH AND SAFETY	<ul style="list-style-type: none"> • To work with the school’s Health and Safety Co-ordinator to ensure the health and safety policy remains up to date, relevant and legally compliant. • Compile and maintain all necessary risk assessments for rooms, venues, activities, events and productions • Ensure all equipment receives an annual inspection in accordance with manufacturers guidance, including portable appliance testing where appropriate • Maintain and manage the general upkeep of the backstage areas, including the stage, light and sound control boxes, dressing rooms and storage areas ensuring that they are kept clean, tidy and in order at all times. Liaising with the General Services Manager as required. • Ensure visiting personnel operate and use all systems and equipment in the safe and appropriate manner. • Maintain at all times a safe working environment and ensure that all health and safety policies are adhered to in relation to performance spaces, technical equipment and users. • Serve as resident First Aider (training will be provided) • Undertake training as necessary within the building which include security, heating, fire alarm, public address and ventilation systems • Ensure the performance venues and associated spaces are made safe and, when required, secured as soon as practicably possible after the completion of the performance or event.
GENERAL:	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school’s programme of extra-curricular activities. • Support and contribute to the school’s responsibility for safeguarding students. • Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors • Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars. • Undertake other reasonable duties related to the job purpose required from time to time.
CONTRACT:	<ul style="list-style-type: none"> • Permanent, full-time, full year (36 hours per week). • Flexible working is required with regular evening and weekends to support school productions, visiting companies and external hirers. • TOIL is accrued in lieu of overtime payment; all additional hours are by prior agreement with the Centre Manager. • Holiday entitlement: 30 days + bank holidays.
November 2018	

Person Specification: Senior Theatre Technician

Qualifications, Experience, Skills and Knowledge

Educated to degree level in Technical Theatre, Stage or Production Management	Desirable
Minimum three years relevant experience working in a venue/theatre technical department/touring company or similar	Essential
Proven specialist experience in programming, lighting and sound design and operation of sound and audio visual technical systems	Essential
Knowledge and experience of set building and prop making	Desirable
Demonstrate excellent hands on technical experience in the safe operation of rigging, counterweight flying systems and hoists, building and striking sets, staging and preparing theatre spaces for performances and events	Essential
Computer literate including the ability to read and understand technical plans with knowledge of relevant applications	Essential
Experience of working with children and young people	Desirable
Experience of customer liaison to ensure delivery of technical requirements for the best outcome of the event and venue	Essential
Proven knowledge of health and safety legislation and procedures in a theatrical context	Essential
Experience of managing staff and the ability to motivate and develop individuals and a team	Essential
Proven ability to prioritise and work under pressure	Essential
Willingness to work flexibly which will require, evening, weekends which may include some public holidays.	Essential
Experience of Portable Appliance Testing	Desirable
Hold a current PASMA certificate	Essential
Hold a valid First Aid qualification	Desirable

Attitude/approach

Professional in manner and personal appearance	Essential
Excellent interpersonal skills	Essential
Organised and highly motivated individual	Essential
Knowledge of and an enthusiasm for the arts	Essential
Reliable and punctual	Essential
Flexible and adaptive approach to work and willingness to work as part of a team	Essential
Ability to remain calm when under pressure	Essential
Ability to communicate with pupils effectively and appropriately, providing encouragement within a disciplined framework	Essential
An ability to understand the purposes of Safeguarding policies, procedures and guidelines within a school context	Essential