



NOTTINGHAM
GIRLS' HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

JOB TITLE:	Theatre Technician
JOB PURPOSE:	A multi-skilled technician with the ability to work across all disciplines. Assist the Technical Manager to provide support for all technical requirements of all work presented at the Squire Performing Arts Centre (the space).
ACCOUNTABLE TO:	The Centre Manager
REPORTING TO:	The Technical Manager
MAIN DUTIES:	<p>Assist the Technical Manager:</p> <ul style="list-style-type: none">• with 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.• ensuring that visiting companies adhere to the Technical rules of 'the space' and the Terms and Conditions of Hire.• to provide a first-class service and give hands-on technical support to all visiting companies and external hirers as required.• ensuring all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required.• with the maintenance and 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. Ensuring visiting personnel operate and use all systems and equipment in the safe and appropriate manner.• maintaining at all times a safe working environment and ensuring that all health and safety policies are adhered to in relation to performance spaces, technical equipment and users.• comply with necessary risk assessments for rooms, venues, activities, events and productions• ensuring that all visiting personnel operate and use all systems and equipment in the safe and appropriate manner.• 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
HEALTH & SAFETY	
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.

	<ul style="list-style-type: none"> Undertake other reasonable duties related to the job purpose required from time to time.
	February 2019

Person Specification: Theatre Technician

Qualifications, Experience, Skills and Knowledge

Essential

Experience or qualification in technical theatre
Ability to work on own initiative and prioritise own workload as well as part of a team
Conscientious approach towards venue security, locking up and operation of the alarm systems
Awareness of current appropriate health and safety regulations
Ability to work flexible hours, including evenings and weekends
Good communication skills, demonstrating the ability to work effectively with a variety of people including staff, young people, visiting and resident professional and the general public
Experience of operating and programming both lighting and sound consoles on a variety of productions
Knowledge and understanding of technical theatre equipment and processes, including the ability to understand technical specifications
Efficiency, accuracy and attention to detail
Ability work effectively under pressure
A strong commitment to access and inclusion.

Desirable

Experience of ETC Lighting Console/Soundcraft Sound Consoles
Equipment building/maintenance experience
Understanding of Theatre Licensing requirements
Health and Safety training/qualifications
First Aid Certificate
Experience of working with young people
Current portable DBS
An ability to understand the purposes of Safeguarding policies, procedures and guidelines within a school context

Safeguarding

Nottingham Girls' High School is committed to the safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder will be required to keep their DBS certificate up to date via the on line update service and information will be provided on this.

Salary: £10.41 per hour on Zero Hours Contract

Hours of work: As and when required