



NOTTINGHAM
GIRLS' HIGH SCHOOL

GDST

JOB DESCRIPTION

JOB TITLE:	Theatre Technician
JOB PURPOSE:	To support all aspects of the technical operation of The Squire Performing Arts Centre ('the space'). The postholder will provide technical expertise and support to all users, including school, visiting companies and external hirers.
ACCOUNTABLE TO:	The Performing Arts Centre Manager
REPORTING TO:	Senior Technician
MAIN AREAS OF RESPONSIBILITY:	<ul style="list-style-type: none">• Assist with the day to day running of technical support for curricular, co-curricular activities and school events.• Support 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.• As required, assist with manufacture, painting, moving and storage of scenery, props and special effects.• Assist with equipment maintenance as necessary, liaising with external contractors and suppliers as directed.• Assist with maintaining an up to date inventory of all technical assets including consumables and equipment ensuring that they are appropriately stored and controlled.• Order and obtain supplies as directed.• Alongside the Senior Technician, 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.• Assist with training and supervising pupils and staff in the use of technical equipment as required, in liaison with the Director of Music and Head of Drama.• With Senior Technician, support 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.
HEALTH AND SAFETY	<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 Senior Technician, ensure all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required.• With Senior Technician, maintain all necessary risk assessments for rooms, venues, activities, events and productions.• 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.

	<ul style="list-style-type: none"> • 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.
OTHER:	<ul style="list-style-type: none"> • Undertake further training and development as required.
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:	Permanent, full-time, full year
HOURS OF WORK:	<p>36 hours per week</p> <p>Flexible working will be required with regular evening and weekend work to support school productions, visiting companies and external hirers. TOIL is accrued in lieu of overtime payments. All additional hours by prior agreement with the Performing Arts Centre Manager.</p>
GRADE:	GDST Support Staff Grade 2

Person Specification: Theatre Technician

Qualifications, Experience, Skills and Knowledge

5 GCSEs (or equivalent) at grade C or above, including Maths and English	Essential
Relevant qualifications in technical theatre	Desirable
Relevant experience working in a venue/theatre technical department/touring company or similar	Essential
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	Desirable
Knowledge of health and safety legislation and procedures in a theatrical context	Essential
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	Desirable
Hold a valid First Aid qualification	Desirable

Attitude/approach

Professional in manner and personal appearance	Essential
Willingness to undertake further training and development	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