**JOB DESCRIPTION**

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| **Job Title:** | Theatre Technician Casual Worker | **Department:** | Theatre |
| **Hours of Work:** | As required | | |
| **Responsible To:** | Theatre Manager | **Responsible For:** | N/A |

**Summary of Role:**To provide technical assistance for the day to day running of the Theatre, and AV requirements in the school for productions and external hires.

**Specific Responsibilities:**

## **Auditorium**

* Provide technical assistance / advice for users of the Auditorium.
* Ensure stage / auditorium is set as required for meetings / assemblies / lessons.
* Be present at events which parents and / or public attend to ensure safe and smooth running of the event and provide the highest level of support commensurate with the professional facilities.
* Ensure users adhere to the Health and Safety guidelines for the use of the Auditorium.
* Be fully aware of the dangers of electricity, and its safe use (related to stage lighting and other theatre equipment).
* Operate our Live Streaming Equipment competently when required.
* Prepare and operate sound/lighting for school assemblies /charity events / productions / concerts etc.
* Liaise with guests / visitors about any technical requirements.  
  ”Meet and greet” on the day, organise dressing room(s), refreshments etc.  
  Be present throughout to operate and oversee the facilities.
* Liaise with School Chaplain / Priest and set up requirements for Mass / Confirmation.
* Liaise with external conference organisers and set up/operate sound / lighting requirements.

### **Drama department**

* Be able to act as a Lighting Designer, Sound Designer or Stage Manager for school productions.
* Operate Lighting and sound for productions/visiting theatre groups.
* Technical support for productions.
* Technical support for exam performances.
* Provide support for the Drama Studio.

## **Music department**

* Support for the music department in the Millennium Centre.
* Prepare and operate sound / lighting for Music Concerts.
* Record concerts as required.
* Record exam work.
* Provide support for use of equipment in the Music Dept.
* Supply / set-up PA systems for listening exams.

### **Audio Visual**

* Provide technical assistance / advice as required for users of AV equipment throughout the school.
* Have a good knowledge of operation of a range of AV equipment – screens, data projectors, audio equipment etc.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Have a committed interest in technical matters (Lighting, Sound, Recording, AV) * Good IT skills – e.g. laptop/projector setups and use of PowerPoint for presentations * Fluent and accurate written and spoken English | * Recent experience of Theatre technical practice would be advantageous (especially use of Yamaha LS9 sound mixer, ETC Ion and Jester ML48 lighting desks) * Lighting and Sound Design Skills * Stage Management * Interest in video recording / sound recording / streaming * Knowledge of electrical safety * DIY skills |
| **Personal Behaviours** |  |
| * A good problem solver * Good communication and interpersonal skills * Be practical, resourceful and flexible, and be able to take the initiative * Capable of working without supervision with energy and enthusiasm * Smart / tidy / punctual |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community * Committed to the Sacred Heart Values * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people * A satisfactory Enhanced Disclosure from the DBS |  |