

Job Description

Job Title:	Theatre Technician
Hours of Work:	40: Hours of work depend on the programme and vary from week to week.
Department:	Drama
Job Grade:	7
Accountable to:	Theatre Manager
Number of direct reports:	None
Budgetary responsibility:	None
Location:	Stowe School Roxburgh Theatre
Purpose of the role:	<p>The Technician's role is to support the Theatre Manager and the Director of Drama to provide a state-of-the-art technical service including sound production and engineering, rigging, focusing and programming of lighting systems and audio-visual equipment.</p> <p>The Roxburgh Hall is multi-purpose facility within the main Stowe School site and it is used regularly throughout the year for Drama, the "Stowe Presents" public programme, wider School usage, and also for events for the Stowe Enterprises commercial trading company.</p>

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a

history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

Key Responsibilities and Accountabilities:

1. Practical tasks:

1. To support the Theatre Manager and Director of Drama in the use of theatrical lighting and sound equipment used within the school.
2. To work with the Theatre Manager and Director of Drama to provide technical support and set construction for curricular and co-curricular drama.
3. To provide mentoring support for pupils specialising in technical theatre, design and stage management.
4. To assist with the training of Stowe design students, providing specific guidance including lighting, sound, costume, puppet and set design both during lessons, in specialist sessions and in GCSE and A Level practical exam preparation and performance.
5. To assist in inventory audits of the Roxburgh Theatre.
6. To assist the Theatre Manager in delivering support for the Director of Drama, Stowe School staff using the Roxburgh during term time and Stowe Enterprises during the School holidays in the safe and secure use of the Roxburgh Theatre.
7. To attend major performances as required by the Theatre Manager, ensuring presence at School and Stowe Presents events, rentals and events providing high quality technical support and ensuring a safe and enjoyable experience for students, staff, patrons and artists.
8. The Technician post requires working at height and heavy lifting.

2. Support for Drama Teaching and School Productions:

1. To support the practical requirements of academic teaching classes as directed by the Theatre Manager and to assist in setting up and dressing down spaces for daily Drama lessons.
2. To provide technical support for drama lessons as required.
3. To provide technical support for a term-time season comprised of school shows not limited to but including: Senior and Junior Congreve, GCSE and A Level exam productions and House Plays.
4. To support any School touring work if required, for example to Edinburgh Festival, both within and outside term time.
5. To work closely with the Director of Drama and any visiting directors, providing full production support alongside the Theatre Manager with regards to lighting, sound, set construction, properties and wardrobe and to attend rehearsals when required.
6. To create lighting and sound designs including the sourcing and preparing of sound effects as required.
7. To assist the Theatre Manager in developing and delivering any participatory activities for students in technical work.

3. Compliance:

1. To be available during external lettings of the Roxburgh Theatre to ensure Health and Safety compliance, responsible use of the spaces and assist with technical requirements.
2. To comply with statutory Health and Safety, safeguarding, and Data Protection legislation at all times.
3. To assist in ensuring the Roxburgh Theatre and any other performance space are well maintained and meet all legal requirements for Health and Safety.
4. To rig equipment following Health & Safety protocols.

4. Maintenance of the Theatre and Equipment:

1. Alongside the Theatre Manager to manage the operation, maintenance, and security of the theatre's physical plant to ensure a clean, safe and comfortable facility.
2. To report damage and/or wear and tear in a timely manner to the Theatre Manager.
3. To work under the instruction of the Theatre Manager to carry out inspection of theatre resources, including annual cleaning and maintenance of all technical equipment.
4. To ensure all equipment is kept in clean, safe working order and items are labelled and stored in a manner that facilitates teaching and learning.

5. Other:

5.1 To attend necessary Child Protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the school by ISI.

Hours of Work:

Hours of work depend on the programme and vary from week to week. The nature of the role means there are periods of intense production work followed by quieter periods when the theatre is dark and so a highly flexible approach is required. The role requires a commitment to some unsocial, late working hours, especially during productions. Where possible this will be balanced out with lighter shifts at quieter times, and time off in lieu.

- Full time, 52 weeks per year.
- 40 hours per week to be worked flexibly according to need, as required by the Theatre Manager, ensuring presence at School events, including regular evenings and weekends to be planned on a rota basis.
- Any overtime accrued in term time for School events to be taken during School holidays where possible.
- Annual leave to be taken during quiet periods and/or during school holidays in consultation with the Director of Drama and Theatre Manager.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's (or equivalent) including passes in English and Maths • Educated to A Level or equivalent • A recognised qualification in stage management or technical theatre OR proven work-related experience in Theatre • Technical theatre skills including rigging and focusing of lights, programming lighting desks, usage of Q Labs, installation, operation and maintenance of sound, lighting and audio-visual equipment. 	<ul style="list-style-type: none"> • A degree (or equivalent) in a related subject
Specialist Skills and Experience	<ul style="list-style-type: none"> • A thorough understanding of the production process and theatre production techniques. • A good working knowledge of theatre digital lighting desks, sound technology and basic electrical safety. • A basic competency in stage carpentry and working experience of scenic fit ups. • Experience of modern theatre digital sound desks. • Appropriate Health & Safety knowledge. • The ability to lead a team in a production situation. • The ability to manage changing work loads • Excellent organisational and interpersonal skills. • Good IT skills. 	<ul style="list-style-type: none"> • Previous work within a student environment. • Skills in sound design, production and engineering • Portable electrical appliance testing.
Personal Qualities	<ul style="list-style-type: none"> • Ability to build effective working relationships with immediate colleagues, Line Managers and pupils. • Ability to work well within a team or on own initiative. 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none">• Flexible approach to working hours to meet evening and weekend commitments.• Enthusiastic/positive.• Excellent attention to detail.• Commitment to a high standard of service.	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: May 2023</p>		



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Theatre Technician we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5