

THEATRE TECHNICIAN – TERM TIME ONLY

We are looking for a highly motivated and enthusiastic theatre professional to join our thriving Drama Department in a number of aspects including taking charge of technical and backstage production, preparing technical lessons, working with students age 11-18 and assisting with the general administration of the department.

An enthusiasm for working with young people is essential as is an ability to design, rig and operate basic lighting, sound and AV equipment creatively and safely. Additional skills in set design, prop making, stage management, directing or running workshops are desirable. This role would suit a recent graduate of either Technical Theatre or Drama.

The job is term time only, although flexibility is essential and will involve working some evenings and weekend.

Responsible to: The Director of Drama

Specific Responsibilities

Equipment

- Oversee hire and return of any set, props, costumes, lighting and sound equipment.
- Ensure the organisation and safe storage of set, props, costumes, lighting and sound equipment.
- Design, rig, focus and operate lighting, sound and staging for all theatre events and/or co-ordinate crew for these events.
- To co-ordinate/build set and props as required.
- To co-ordinate all booking of facilities.
- To take responsibility for stationery, DVDs and script library.

Health & Safety

- Ensure that all Health and Safety requirements are met for daily use of the equipment and for anomalies that occur during performances.
- Ensure appropriate maintenance is carried out on all theatre equipment routinely, including PA testing, PAT testing, rigging checks, electronic checks, cleaning and upgrading.
- Ensure stock is maintained for efficient and effective use in the Department.

Teaching and Training

- Support Drama teachers in teaching technical aspects of Drama.
- To give lessons in basic Sound and Lighting to Key Stage 3 students, and support any GCSE or A Level students wishing to take the Theatre Design pathway of a Drama and Theatre Studies course.
- To ensure that all teaching resources are organised and available.
- To run a Backstage Club to train students to assist in running productions.
- To train staff in use of backstage aspects where necessary.
- To attend relevant courses to develop own skills.
- To be responsible for the organisation of cover lessons.

Administrative

- To co-ordinate with the Director of Drama and the Arts Administrator on the scheduling and organisation of all theatre events.
- To co-ordinate the scheduling of rehearsals, production get-ins and get-outs.
- To take minutes at departmental meetings.



- To be responsible for a Technical budget.
- To ensure the Department remains up to date with invoices and other administration.
- To co-ordinate and contribute to the Colfeian magazine, website and publicity material.
- To liaise with the Communications Department and local press.
- To work with the Arts Administrator to organise and prepare posters, programmes, tickets, FOH and refreshments for events.
- To co-ordinate and contribute to displays and exhibits.
- To co-ordinate trips and workshops, including collection of reply slips, payment and risk assessments

Personal Specification

Essential

- A keen interest in all aspects of Drama and Theatre Production.
- A relevant qualification (or equivalent professional experience) in Technical Theatre, Stage Management, Theatre Design, or Drama with a design/ production specialism.
- A flexible approach to working hours.
- Knowledge or willingness to train themselves in a thorough knowledge of up to date health and safety best practice.
- An ability to work under tight deadlines and lead a team.
- Excellent communication and organisational skills.
- Good written and computer skills including Microsoft Office.
- A creative approach to theatre and a willingness to work with students and other staff members to explore and devise new and interesting ideas.
- A willingness and ability to safely work at height.

Desirable

- Experience in set construction, design, prop making, scenic painting and costume.
- Ability to teach and run lessons in Technical Theatre.
- A certificate in First Aid.
- A knowledge or qualification of PAT testing and Health and Safety legislation.
- Experience in running workshops/working with young people.

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted either by post to:

Mrs A Ross
Human Resources
Colfe's School
Horn Park Lane
London SE12 8AW

Or electronically to: recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, 16 August** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.