



Notting Hill & Ealing High School GDST

Drama and Theatre Technician, Full-time Term time plus 5 days

From 6 June 2016

Role:	Drama & Theatre Technician
Job Purpose:	<ul style="list-style-type: none"> • To provide technical support for all users (Senior and Junior Schools) in order to maximise use and benefit of the school Drama facilities. • To ensure that the lighting, sound and all other technical aspects of theatre performances run safely and smoothly and on time. • To assist, support and enhance other events requiring lighting, projection and sound (both internal and external).
Accountable to:	Director of Drama
Accountabilities:	<p>1) Responsibilities:</p> <p>Drama Department (broadly 3/5th time)</p> <ol style="list-style-type: none"> a) To enable the smooth operation and running of the technical aspects of the Drama department and day-to-day operation of the drama studio and theatre. b) To organise the rigging and setting of lighting, setting up of sound equipment, the design, acquiring and setting up props, scenery, rehearsals and masking etc. on stage. c) To operate sound, lighting and other effects during performances, as directed by members of the performance and production teams. d) To help furnish rehearsals with appropriate scenery as needed. e) Maintain inventories of equipment and costumes as required. f) Assist with ordering of equipment, materials and consumables as required, to ensure that value for money is obtained, appropriate levels of stock are held and that replacement supplies are obtained before stock runs out. g) Manage, within the constraints of space, the safe, organised and tidy storage of equipment and consumables. <p>Junior School (broadly 1/5th time)</p>

	<p>h) Support the Junior School productions as detailed in a- d above.</p> <p>Whole School Support (broadly 1/5th time)</p> <p>i) Ensure that the Main Assembly Hall area is organised and tidy; specifically that after events the area is returned to its normal layout for assembly. This will require liaising with event organisers, DFO, & caretakers.</p> <p>j) Support the marketing department with major whole school events e.g. Careers fairs and open days.</p> <p>k) Providing technical support and advice for sound checks and rehearsals of Music Department events (e.g. seasonal concerts).</p> <p>2) Health and Safety:</p> <p>a) Be vigilant on all aspects of fire, security and safety.</p> <p>b) Ensure that portable electrical equipment is examined and has been tested at required intervals to conform with H&S requirements.</p> <p>c) Apply COSHH regulations and that appropriate records of tests are maintained.</p> <p>d) Ensure that correct and safe procedures are used during the preparation and setting up of equipment and props.</p> <p>3) Training & Development:</p> <p>a) Participate in training activities and sessions offered by the school, the GDST and external agencies in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job.</p>
<p>General Requirements:</p>	<p>All school staff are expected to:</p> <p>a) Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</p> <p>b) Contribute to the school's programme of extra-curricular activities.</p> <p>c) Support and contribute to the school's responsibility for safeguarding students.</p> <p>d) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</p> <p>e) Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</p> <p>f) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p>g) Engage actively in the performance review process.</p> <p>h) Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.</p> <p>i) Undertake other reasonable duties related to the job purpose required from time to time.</p>

Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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Person Specification

Skills Required

A thorough understanding of the production process and theatre production techniques.	Essential
Well organised, able to approach work methodically, prioritise and meet deadlines	Essential
Good written and verbal communication skills	Essential
Competent at reading and following verbal and written instructions	Essential
Good interpersonal and team working skills	Essential
Problem solving skills	Essential

Knowledge Base

Knowledge of how to use modern lighting, sound and other technical equipment.	Essential
Can demonstrate good working practices in relation to the handling and usage of production equipment	Essential
A clear understanding of child protection and safeguarding issues	Essential

Qualifications/Attainment

Hold a recognised qualification in the technical field or a related field that supports and develops the skills abilities for the post	Desirable
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Experience

Experience of working in a technical/theatre environment for 2 years	Desirable
Experience of working in an educational setting	Desirable

Attitude/approach

Able to form good working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Able to work calmly and respond to occasions when work needs to be done urgently	Essential
Discreet and able to deal with confidential information	Essential
Able to respond flexibly to the demands of working in a school environment	Essential
Willingness to contribute to extra curricular activities and school events	Desirable
Willingness to learn new skills	Desirable
Has initiative and can work independently without excessive supervision.	Desirable