

**JOB DESCRIPTION – THEATRE TECHNICIAN (SOUND)**

**Reports to:** Theatre Technical Manager and Theatre General Manager

**Responsible to:** Director of The North Wall

**Relates to:** Visiting artists and theatre companies, teaching and non-teaching staff, pupils

**Job Summary**

The Theatre Technician (Sound) will work alongside the Technical Manager and Stage Manager in maintaining a very high standard of technical service to all incoming theatre companies, artists and hirers of the building and various in-house ArtsLab training and production projects. The role also provides support in serving the educational requirements of curricular and extra-curricular Drama at St Edward’s School, and other non-Drama-related events within the building. The post-holder will have specific overall responsibility for sound production, design and operation for the varied activities within the building, but will need to have an all-round understanding of and competence in theatre technical work, including lighting, audio-visual, and the set up, operation and maintenance of technical equipment in the North Wall Arts Centre and other performance spaces within the school (and potentially elsewhere).

**Hours of work**

Hours of work will depend on incoming productions and other uses of the performance spaces. The nature of the job is that there will be periods of intense production work followed by less intense periods. Commitments will involve some unsocial working hours, especially during production periods. This will be balanced out where possible with lighter shifts during the day and outside these periods, and time off in lieu will offered where the demands of the job allow - although this will vary from term to term, or even from week to week. A highly flexible approach is therefore required. The School will not require the post-holder to work more than an average 40 hours each week, nor will the hours worked infringe their rights under Working Time regulations.

**Salary**

The annual salary for this position will be £19 - £20,000, dependent upon experience.

**Holiday**

Paid holiday entitlement is 25 days during the holiday year, which runs from 1 September to 31 August. All leave is to be taken at the employer’s discretion, and booked in liaison with the Technical Manager.

**Pension**

Participation in the School’s pension scheme for non-teaching staff is available after three months

service.

**Probationary period**

The appointment is subject to a probationary period of three months.

**Sickness Benefit**

During the first year of continuous employment, entitlement to sickness benefit is four weeks at full pay. Subsequently, the entitlement in any continuous 12-month period will be to six weeks at full pay,

followed by six weeks at half pay. Statutory Sick Pay will be deducted from salary during periods of incapacity.

**Confidentiality & Data Protection**

A strict code of confidentiality must be adhered to at all times.

**Child Protection at St Edward’s**

St Edward’s is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

**Miscellaneous**

Free lunches are available during times when the School’s kitchens are in operation. Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated in the school site) although this is not a contractual entitlement.

**Health and Safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

**Main Duties and Responsibilities**

The Technician post will involve heavy lifting and work at heights. Main duties and responsibilities will include:

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| **Production and Project Support** |

* Provision of high quality all-round technical support for the North Wall, in particular:
* Responsibility for engineering and mixing live and recorded sound for performances and events
* Advising on sound requirements for events in the North Wall and the School, working within agreed budgets
* Where necessary, creating sound designs for North Wall productions, co-productions and School events
* Rigging, focusing and programming of performance lighting systems
* Providing the technical requirements of artists and theatre companies visiting the theatre.
* Helping to establish effective professional working practice in all spaces, in accordance with School policy and legal requirements for Health and Safety.
* Maintaining up-to-date industry knowledge and capacity to operate all in-house sound, lighting and AV equipment
* Mentoring trainee technicians involved in our ArtsLab programmes

**Maintenance**

* Maintaining equipment to a high standard, advising and overseeing upgrades as appropriate, in consultation with the Technical Manager
* Helping to maintain the fabric and resources of the buildings,
* Maintaining efficient systems for neat storage of stock and equipment.
* Alongside the Technical Manager, ensuring that all in-house equipment is up-to-date and fit for purpose

**Curricular and extra-curricular support**

* Working with the Technical Manager and the Heads of Drama to provide technical support for curricular and extra-curricular drama.
* Assisting in the provision of technical support for sound, lighting and sets for productions in School, under the direction of the Heads of Drama, Music and Dance.
* Mentoring select pupils on aspects of theatre technical work
* Developing technical and stage management skills in pupils who use the North Wall and other facilities and helping to teach these pupils effective, safe and professional working methods.

**Other duties**

* With the theatre management team, sharing responsibility for lock-up procedures and security in the buildings.
* The Technician will be expected to undertake other duties related to the post, as necessary.

**Person Specification – Technician (The North Wall)**

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| **Headings** | **Essential Qualities** | **Desirable Qualities** |
| Personal Circumstances | The ability to work flexibly and work the  necessary hours to meet the demands of the position. |  |
| Educational Qualifications | Five GCSE passes or equivalent at grade  “C” or above, including Maths and English  Educated to A Level standard.  A good command of the English language. | A degree/HND, preferably  in a related subject |
| Professional Qualification | A formal qualification in stage management or technical theatre. |  |
| Skills and abilities | A wide range of technical theatre skills, specifically:   * A specialism in sound design, production and engineering * Mixing live sound * Operating sound recording equipment * Fluent with QLab software * Rigging and focusing lights * Programming lighting boards * Installation, operation and maintenance of sound, lighting and AV equipment   The ability to work and communicate with people of all ages.  Willingness to work with students in a mentoring role and capacity  Excellent interpersonal skills.  The ability to work well as part of a team. The ability to prioritise and manage changing workloads and situations. | Basic video editing skills. |
| Experience | Substantial experience of theatre technical work | Experience in a similar role.  Experience of working with young people. |
| Personal Qualities | A commitment to high standards of service  An ability to both take instruction and to work on your own initiative and without supervision  A commitment to child protection and a willingness to work within relevant School guidance and procedures |  |