

ST EDWARDS OXFORD

JOB DESCRIPTION – THEATRE TECHNICIAN / STAGE MANAGER

Reports to: Theatre Technical Manager

Responsible to: Director of The NorthWall

Relates to

Pupils

Teaching and non-teaching staff

Visiting artists and theatre companies

Job Summary

The Theatre Technician/Stage Manager will support the Technical Manager in the operation and maintenance of technical equipment in the North Wall Centre and other performance spaces and to support the work of professional touring companies as well as educational needs. The post-holder will deputise for the Technical Manager, as necessary.

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 at times of intense production activity, and opportunities to negotiate areas of free time in lieu during the day will be sought where possible, though 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.

Main Duties and Responsibilities

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

Production Support

Assisting the Technical Manager in:

- The operation of lighting and sound equipment, as required.
- The provision of technical support for sound, lighting and sets for productions and stage management duties.
- The maintenance of the fabric and resources of the buildings and equipment.
- Providing the technical requirements of artists or theatre companies visiting the theatre.
- The maintenance of systems for neat storage of stock and equipment.
- Helping to establish effective professional working practice in these spaces, in accordance with School policy and legal requirements for Health and Safety.

Curricular support

- Working with the Technical Manager and the Head of Drama to provide technical and stage management support for 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.
- Developing technical and stage management skills in pupils who use the North Wall and other facilities and to help teach these pupils effective, safe and professional working methods.

Other duties

- Deputising for the Technical Manager, as required.
- With the Director of the NorthWall and the Technical Manager, sharing responsibility for lock-up procedures and security in the buildings.
- The Theatre Technician/Stage Manager will be expected to undertake other duties related to the post, as necessary.

Probationary Period

This appointment is subject to a probationary period of 3 months.

Salary

The annual salary for this role will be between £17,500 and £19,500.

Holiday

Paid holiday entitlement is 25 days during the holiday year, which runs from 1 September to 31 August. All holiday is to be taken in arrangement with the Technical Manager.

Pension

Participation in the School's pension scheme for non-teaching staff is available after one year's service.

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.

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.

Miscellaneous

Free lunches are available during times when the School's kitchens are in operation. Employees may use the Esporta Leisure Centre; however, this is not a contractual entitlement.

PERSON SPECIFICATION – Theatre Technician / Stage Manager

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	GCSE passes in Maths and English (at grade “C” or above). A good command of the English language.	Five GCSE passes at grade “C” or above. GCE “A” Levels
Professional Qualification		A recognised qualification in Technical Theatre or Stage Management
Skills and abilities	The ability to work and communicate with people of all ages. Excellent interpersonal skills. The ability to work well as part of a team. The ability to prioritise and manage changing workloads and situations. A wide range of technical skills, with particular knowledge of lighting, sound and stagecraft.	
Experience	Experience of technical work in the theatre.	Experience in a similar role. Experience of working with young people.
Child protection	Commitment to the protection of children and young people. Willingness to work within the School’s Child Protection guidance for staff and follow relevant organisational procedures.	