

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

Background

The North Wall is an arts centre in Oxford established in 2006 to provide opportunities for artists, the public and particularly young people to make and experience theatre and art of the highest quality. It is situated in the grounds of St Edward's School; the School is the venue's principal sponsor. It offers a fully flexible 200-seat theatre, a public art gallery and studios for dance and drama.

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).

Main Duties and Responsibilities

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.

The Technician post will require heavy lifting and working at height.

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 be 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.

Start date

We would like the successful applicant to start work as soon as possible.

Salary

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

Holiday

Paid holiday entitlement is 25 days during the holiday year, which runs from 1st September to 31st August. Bank holidays may well be working days, for which time off in lieu will be given. All leave is to be taken at the employer's discretion, and booked in liaison with the Technical Manager.

Probationary period

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

Pension

Participation in the School's pension scheme for support staff is available after three months 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.

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 on the School site) although this is not a contractual entitlement
- Car parking is available on-site although this is not a contractual entitlement.

Notice period

During the probationary period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice required is one month.

Confidentiality and data protection

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

Safeguarding at St Edward's

The North Wall is owned by St Edward's School and we are committed to safeguarding and promoting the welfare of children and young people. 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. It is a requirement of the Children Act and Care Standards Regulations that all employees of the school must receive enhanced clearance from the Disclosure & Barring Service.

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.

PERSON SPECIFICATION - THEATRE TECHNICIAN (SOUND)

- **Educational Qualifications**

Essential

- Educated to A Level standard (or equivalent)

Desirable

- A degree/HND (or equivalent), preferably in a related subject

- **Professional Qualification**

Essential

- A formal qualification in stage management or technical theatre

- **Skills, Abilities and Experience**

Essential

- Substantial experience of theatre technical work
- A good command of the English Language and the ability to communicate and work with people of all ages
- 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
- 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.

Desirable

- Basic video editing skills.
- Experience in a similar role
- Experience of working with young people

- **Personal Qualities**

Essential

- A commitment to high standards of service
- An ability to both take instruction and to work on your own initiative and without supervision
- The ability to work flexibly and work the necessary hours to meet the demands of the position

- **Safeguarding**

Essential

- 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