

**THEATRE TECHNICIAN**  
**CLOSING DATE FOR APPLICATIONS THURSDAY 4<sup>TH</sup> OCTOBER 2018**

**About the North Wall**

The North Wall is an arts centre in Oxford established in 2006 to provide opportunities for artists, the public and young people to make and experience theatre and art of the highest quality. The North Wall is situated in the grounds of St Edward's School; the School is the venue's principal sponsor.

The North Wall has built a nationally-recognised reputation for its innovative work and emphasis on new writing. Since inception, it has programmed over 195 new plays, including debut plays of 32 new writers, and produced or co-produced 12 new productions.

The award-winning venue, includes a fully flexible theatre/performance space, a smaller studio/rehearsal space, a dance studio and a gallery.

**About the Role**

The Theatre Technician 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 an all-round understanding of competence in theatre technical work, including lighting, sound, 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**

The Theatre Technician reports to the Theatre Technical Manager and Theatre General Manager and thereafter to the Directors of The North Wall.

**Production and project support**

- Provision of high quality all-round technical support for the North Wall, in particular:
  - Responsibility for the technical requirements of artists and theatre companies visiting the theatre.
  - Rigging, focusing and programming of performance lighting systems
  - Where necessary, creating occasional lighting and/or sound designs for North Wall productions, co-productions and School events.
  - Engineering and mixing live and recorded sound for performances and events
  - 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.

#### **Start date**

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

#### **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.

#### **Salary**

The annual salary for this position will be £20,000. Salaries are reviewed annually with effect from 1<sup>st</sup> September

#### **Holiday**

Holiday entitlement is 25 days during the holiday year, which runs from 1<sup>st</sup> September to 31<sup>st</sup> 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**

The post holder is eligible for membership of the School's pension scheme for support staff.

#### **Sickness benefit**

After one year's service has been completed, annual entitlement to sickness benefit is a maximum of six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for a maximum of four weeks.

#### **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

#### **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.

### About the Candidate

<b>Person Specification Characteristics</b>	
5 GCSE (or equivalent) passes including English and Maths and educated to A Level (or equivalent)	Essential
A degree or equivalent in a related subject	Desirable
A recognised qualification in stage management or technical theatre	Essential
A wide range of technical theatre skills specifically: <ul style="list-style-type: none"> <li>○ rigging and focusing lights</li> <li>○ programming lighting boards</li> <li>○ fluency with QLab software</li> <li>○ installation, operation and maintenance of sound, lighting and AV equipment</li> <li>○ mixing live sound</li> </ul>	Essential
Skills in sound design, production and engineering	Desirable
Substantial experience of theatre technical work	Essential
The ability to work and communicate with people of all ages and a willingness to work with students in a mentoring role and capacity	Essential
Excellent interpersonal skills	Essential
The ability to work well as part of a team, to take instruction and also to work on own initiative and without supervision	Essential
The ability to prioritise and manage changing workloads and situations	Essential
Experience in a similar role	Desirable
Experience of working with young people	Desirable
A commitment to high standards of service	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### Child Protection 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.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Sherrell Perkin, General Manager, preferably by email: [perkins@thenorthwall.com](mailto:perkins@thenorthwall.com)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Please note that you will need to fill in complete a standard St Edward's School application form for child protection purposes. However, there will be no requirement for the post-holder Theatre Technician to teach, or to take part in extra-curricular/ sporting activities with involving pupils.

Closing date for applications is midday on Thursday 4<sup>th</sup> October 2018.