

JOB DESCRIPTION

STAGE MANAGER/THEATRE TECHNICIANCLOSING DATE: 23rd SEPTEMBER 2021**Reports to:** The North Wall Technical Manager**Responsible to:** Co-Directors of The North Wall**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 Stage Manager/Theatre Technician will work alongside the Technical Manager and the Theatre Technician in maintaining a very high standard of technical service to all incoming theatre companies, artists and hirers of the building and various in-house training, outreach and production projects. The role also provides support in serving the technical 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 overall responsibility for Stage Management but will need to have an all-round understanding of and competence in theatre technical work, including lighting, sound and audio-visual, and the set-up, operation and maintenance of technical equipment in the North Wall Theatre and other performance spaces within the building.

The post holder will be expected to provide in-house stage management to productions and projects in development and rehearsal and possibly also to support taking productions on tour and to festivals for certain periods of the year.

Main Duties and Responsibilities:

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

Theatre Technician Duties

- Prepare for the arrival of an incoming artist, theatre company and/or hirer in the form of (where possible) a lighting pre-rig, sound equipment set-up and stage set-up based on the technical specification provided by the visiting company
- Maintain up-to-date industry knowledge and capacity to operate all in-house lighting, sound and AV equipment

- Provide the technical requirements of any St Edward's event which has been booked or programmed in The North Wall theatre
- Where necessary, work closely with visiting artists, theatre companies and/or hirers to provide a lighting design and programme, displaying appropriate sympathy to the mood of the performance
- Mentor and develop technical and stage management skills in technicians who have an interest in Technical Theatre through The North Wall ArtsLab programme
- Provide high quality technical support, working alongside other North Wall departments to organise and execute festivals which take place at The North Wall
- Help to establish effective professional working practice in these spaces, in accordance with St Edward's policy and legal requirements for Health and Safety
- The Stage Manager/Theatre Technician will work as part of the technical staff's team rota and within a flexible shift pattern, which will require working during the evenings, at weekends, occasionally on Bank Holidays (for which time off in lieu will be given), as well as weekday daytimes
- Act as Duty Technician for public performances and/or any event taking place in The North Wall Theatre
- With the theatre management team, share responsibility for lock-up procedures and security in the building

Stage Management Duties

- Where necessary, provide an in-house Stage Management service for home-grown projects and co-productions, organising scheduling of hours in discussion with the Technical Manager
- Attend rehearsals for Co-Curricular productions a number of weeks prior to production week. (The impact on working hours and other duties to be discussed with the Technical Manager.)
- Cue shows, acting as DSM or Stage Manager on the book, deliver calls and cues to the actors and all departments through the creation of a prompt copy of the script
- Develop a student technical team to assist with the provision of lighting, sound and stage management support for co-curricular productions, working alongside The North Wall technical team
- Create rehearsal reports, production meeting minutes, record blocking notes and liaise with all technical departments involved to realise the artistic vision of the director
- Create production schedules co-ordinating all departments in preparation for production week
- Source all props required for co-curricular productions and monitor and record prop budget expenses, informing the Technical Manager who keeps a record of the production finances

Curricular and Co-Curricular Duties

- Work with the Technical Manager, other technicians and the Head of Drama to provide technical support in the form of sound, lighting, set, props and occasionally costume for curricular practical drama during the academic year
- Work with the Technical Manager, other technicians and the Head of Co-Curricular to assist in the provision of technical support for sound, lighting, set, props and stage management support for Co-Curricular productions in The North Wall
- Develop technical and stage management skills in pupils who have interest in Technical Theatre and use the North Wall, helping to mentor these pupils' effective, safe and professional working methods in theatre

Maintenance Duties

- Carry out routine maintenance of technical equipment in The North Wall and Drama Studio

- Ensure the equipment listed on the North Wall technical specification is routinely maintained and available for the use of visiting companies
- Alongside the technical team, carry out annual PAT (Portable Appliance Testing) testing and cleaning on technical equipment in The North Wall and Drama Studio
- Cleaning and maintenance of all stage equipment in The North Wall
- Maintain efficient systems for neat storage of stock and equipment
- Advise on / oversee upgrades and installations where appropriate, in consultation with the Technical Manager
- Assist on occasion with basic repairs and maintenance to the venue and its fixtures and fittings
- Assist on occasion with Gallery installations, especially where these require technical expertise with lighting and projection

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 season to season, 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 £24,000, payable in twelve equal monthly instalments. Payment is normally made on the 25th of each month, or on the preceding Friday if the 25th falls on a weekend. Salaries are reviewed annually with effect from 1st September.

Holiday

Paid holiday entitlement is 25 days plus 8 statutory bank holidays during the holiday year, which runs from 1st September to 31st August. 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 role is eligible for membership of the St Edward's School pension scheme for support staff.

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.

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.

Miscellaneous

- Free lunches are available during times when the School's kitchens are in operation.
- Staff may use The Nuffield Health Fitness and Wellbeing Gym (which is situated on the School site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helping offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification	
A good level of education	Essential
A good command of the English language	Essential
A formal qualification in stage management or technical theatre	Essential
A technical qualification related to the theatre	Desirable
Experience of technical work and/or stage management in the theatre, in a position of responsibility	Essential
Experience in a similar role	Desirable
Experience for working with young people	Desirable
A wide range of technical theatre skills, specifically: <ul style="list-style-type: none"> • The ability to call a show and manage a technical production team • An understanding of stage management roles and responsibilities, and a willingness to undertake these at a variety of levels • Rigging and focusing lights • Programming lighting boards including the use of moving and LED lighting • Basic lighting design skills • Basic sound operation • Familiarity with Qlab software • Basic Stage Craft 	Essential
Excellent interpersonal and organisational skills with attention to detail	Essential
Budget management skills	Essential
The ability to work and communicate with people of all ages	Essential
The temperament and ability to get along with people in both the artistic and technical sides of theatre, and to understand what they do	
The ability to work flexibly and work the necessary hours to meet the demands of the position	Essential
Ability to work as part of a small team and also to use initiative and work autonomously when required	Essential
The ability to prioritise and manage changing workloads and situations	Essential
Commitment to the protection of children and young people and a willingness to work within the School's Child Protection guidance for staff and follow relevant organisational 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

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Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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 provision.

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 at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary online interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues, and we will seek to assess how well the candidate meets the requirements of the post and 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 their name is given as a referee or not.

If you would like further information about this post, please contact Co-Director of the North Wall, Ria Parry, preferably by email: parryr@thenorthwall.com.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 23rd September 2021.

We reserve the right to appoint at any stage during the application process.