

## **JOB DESCRIPTION**

### **THEATRE TECHNICIAN**

<b>Reports to:</b>	The North Wall Technical Manager
<b>Responsible to:</b>	The North Wall Co-Directors
<b>Contract:</b>	Permanent
<b>Salary:</b>	£24,000 per annum. Salaries are reviewed annually by the School with any increases effective from 1 <sup>st</sup> September.

#### **1. About the North Wall**

The North Wall is an arts centre in Oxford established in 2006 to bring together artists and audiences from Oxford and beyond to make, share and experience 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. Programming incorporates a high percentage of new plays, and there is a strong focus on nurturing early-career artists through its ArtsLab programme. The venue's participation programme focuses on creating creative opportunities for local young people, children and families.

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

#### **2. About the Role**

The Theatre Technician will work alongside the Technical Manager and a second 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 events within the building. The post-holder 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 basic 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 technical support 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.

#### **3. Core Responsibilities**

##### **Theatre Technician Duties**

- To 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.

- To maintain up-to-date industry knowledge and capacity to operate all in-house lighting, sound and AV equipment.
- To 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 create a lighting design, displaying appropriate sympathy to the mood and needs of the performance.
- To mentor and develop skills in young technicians who have an interest in Technical Theatre through The North Wall ArtsLab programme.
- To provide high quality technical support, working alongside other North Wall departments to organise and execute festivals which take place at The North Wall.
- To help to maintain effective professional working practice in these spaces, in accordance with St Edward's policy and legal requirements for Health and Safety.
- The 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.
- To 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.

#### **Curricular and Co-Curricular Duties**

- To work with the Technical Manager, other technicians and the Head of Drama to provide technical support in the form of sound, lighting, set and props for curricular practical drama during the academic year.
- To 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.
- To 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**

- To carry out routine basic maintenance of technical equipment in The North Wall and Drama Studio.
- To 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 of technical equipment in The North Wall and Drama Studio.
- To clean and maintain all stage equipment in The North Wall.
- To maintain efficient systems for neat storage of stock and equipment.
- To assist on occasion with Gallery installations, especially where these require technical expertise with lighting and projection.

### **4. Knowledge, Skills, Experience and Personal Attributes**

#### *Qualifications*

A formal qualification in stage management or technical theatre, or relevant experience in stage management or technical theatre	Desirable
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First Aid certificate (or willingness to undergo training)	Desirable
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#### *Knowledge and understanding*

Good practical understanding of health & safety legislation (e.g. COSHH, manual handling, working at height, etc.)	Desirable
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#### *Skills*

A wide range of technical theatre skills, specifically: <ul style="list-style-type: none"> <li>• Rigging and focusing lights</li> <li>• Programming lighting boards including the basic use of moving and LED lighting</li> <li>• Basic lighting design skills</li> <li>• Basic sound operation</li> <li>• Familiarity with QLab software</li> <li>• Basic Stage Craft</li> </ul>	Essential
IT literacy, including some experience of Microsoft Word and Excel	Essential
Strong organisational skills with attention to detail	Essential
Excellent spoken and written English and strong communication skills	Essential

#### *Experience*

Experience in a similar role	Desirable
Experience for working with young people	Desirable

#### *Personal attributes*

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Reliability and flexibility, particularly with regard to varied working hours	Essential
Enthusiasm, motivation, good humor and a positive, can-do attitude to the role and its tasks	Essential
The ability to prioritise and manage changing workloads and situations	Essential
The ability to work as part of a small team and to use initiative and work autonomously when required	Essential

### **5. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

## **6. 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. 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 and Barring Service.

## **7. 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 provisions.

## **8. 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 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.

## **9. Holiday**

Annual holiday entitlement is 25 days per year, plus bank holidays. The holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August and all holiday should be agreed by The North Wall Technical Manager.

## **10. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 8%.

## **11. Probationary period**

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

## 12. Organisation Chart

