
Sandringham School

Job Description



Job Title:	Theatre Technician
Accountable to:	Theatre Manager
Accountable for:	Technical support and maintenance of the theatre
Hours:	20 - 25 hours per week, 52 weeks per year
Salary:	H5 – H6 (£23,857 - £28,515) per annum pro rata which will commensurate with experience, plus anticipated show overtime

Background

The core work of the Theatre Technician will be to assist with all aspects of the technical running of the theatre, ensuring that all facilities and Health and Safety aspects are delivered to the highest quality. The Theatre Technician will be responsible for understanding and preparing technical requirements for all events, shows and hires. The role will also include supporting internal school-based events.

Core Accountabilities

- Support the Theatre Manager as directed
 - All technical aspects of The SandPit Theatre
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Key Tasks

SandPit Theatre Operations

- To oversee the technical requirements of events, providing technical support for all events both internal and external
- To provide technical support for site specific events around the campus
- To confidently work at height
- To carry out routine safety checks of fire doors, emergency lighting, fire routes, fire system and be up to date with Health and Safety regulations
- To ensure the auditorium, control room and tech store are kept tidy and fit for purpose
- To manage stock levels of consumables (Batteries, Tape, Smoke Fluid, Paint, etc.)
- To assist the induction and training of casual technicians
- Work with the Theatre Manager to regularly:
 - Communicate effectively with external companies regarding show requirement
 - Review, update and maintain risk assessments and safe working procedures
 - Ensure that staff Health and Safety training is up to date
 - Ensure any maintenance issues are logged with the Site Team
- To assist the weekly Tech club for students
- Other sundry duties

Desired Experience & Skills

- To have a PASMA license or be willing to undertake PASMA training
- Experience of programming lighting (Chamsys or ETC)
- Experience of programming QLab
- Experience of operating sound for live events
- Willing to undergo first aid training
- Previous experience of working with children
- To have some formal training in Technical Theatre or Production

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.