



JOB DESCRIPTION

An experienced theatre technician is required to Support the Drama department with coursework and productions.

Salary: Salary Scale 7 range £22,379 to £25,461

Hours: Full-time (occasional evenings and weekends)

DEPARTMENT

The Drama department is a vibrant, thriving, innovative department that lies at the heart of St Edmund's. The successful applicant will be joining our creative team, led by the Director of Drama. In addition, we have an Assistant Head of Drama, a Drama teacher, a Choreographer and Dance teacher and a Costume designer and creator.

KEY DUTIES

- To realise and assist the design concepts of the Director of Drama for all productions.
- To build and paint sets for all school productions, as well as A level and GCSE coursework.
- To maintain and keep tidy all backstage and teaching areas.
- To support outside contractors as required.
- To provide sound for major school productions, Festival events, Open days and music concerts as necessary.
- To support the pupils' knowledge and education of sound and lighting elements, as well as other technical requirements for GCSE and A level courses.
- To embellish the co-curricular life of the Drama department at St Edmund's by offering opportunities to learn about technical elements.
- To help manage an effective stage crew.
- To manage Theatre (Hall) budget.
- To ensure all equipment is in good working order at all times and is ready for use.
- To order materials and manage the set, including its storage, set up and get out.
- To ensure Health and Safety requirements are met.
- To report back regularly to the Director of Drama.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post

PERSON SPECIFICATION

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	H&S training for: working at heights; working on towers; First Aid. Basic electrical competence
EXPERIENCE	Experienced in producing sets from concept stage to the final production. Must have experience of "flying", stage management, sound and lighting.
SKILLS AND ABILITIES	Set painting, design, construction, dressing and lighting. Electrical competence. 'Flying' competence. Rigging and focusing Handling pyrotechnics
KNOWLEDGE	Practical experience preferably in both amateur and professional theatres. Some working knowledge of outdoor productions.
BEHAVIOURS	Ability to work as part of a team Get on with those around, especially pupils Ability to work under stress

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 550 pupils from the ages of 3 to 18. From September 1996, the school has been completely independent. Its assets, including its properties and trust funds, are owned by an independent charitable company, limited by guarantee. The directors of this company are the School Governors.

The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil and staff member is known and valued.

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

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The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach.

Further information about St Edmund's may be found on the School's website: www.stedmunds.org.uk.

CONDITIONS OF SERVICE

- Lunch is offered free-of-charge for all staff
- Free parking on the School site for all staff
- St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
- Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications must take the form of an application form and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of applications is 09.00am **Monday 29th June 2020** with 1st round interviews taking place that week. Applications should be emailed to:

slh@stedmunds.org.uk

Mrs Sarah Hudson
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