



THE KING'S SCHOOL
CHESTER

Theatre Technician (Full time, term time only + 1 week) Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We have an exciting opportunity for a Theatre Technician to join our busy technical team. Responsible for the daily management of the schools performance spaces and resources including; lighting and sound, stage management, event technical support and the recording and editorial work on music and video footage for internal performances and exams.

The post holder will be responsible for the provision and support of technical facilities across the various theatrical and event spaces, covering daily assemblies and over 50 annual shows and events.

The Department

The Theatre technician will work with multiple teams to produce creative and diverse theatrical facilities, operating as technical director for internal performances and managing the support and training of student technical operators. Those choosing to study IGCSE (Cambridge) receive five lessons per fortnight and A-Level (AQA) across ten lessons per fortnight, with sets varying in size between 8 and 16 pupils. The Department runs a wide-ranging and ambitious production programme throughout the year, including opportunities for our older students to direct productions, which are regularly transferred to the Edinburgh Fringe Festival.



Main duties and responsibilities will include:

- The management and technical operation of the Vanbrugh Theatre and a number of other performance spaces across all three schools
- The installation and operation of over 200 lighting, sound and audio-visual resources
- Technically direct, rig, and operate all productions across Infant, Junior and Senior schools. This includes planning, purchasing, attending production meetings, setup, technical rehearsals, show technical operations, post production de-rig and editorial processes
- Operate the theatre for daily assemblies, drama lessons and pop-up events
- Provide technical and creative support to all users of the schools theatre and performance spaces, liaising with relevant departments and individuals to ensure support requirements are anticipated and met
- The recording and editorial work on video and music footage for internal performances, exam pieces and other videography requests
- Work with student stage crews in the running of the theatre during internal productions and the ongoing training and development of such student teams
- Identify and provide training on equipment and processes as required. Ensure users have adequate knowledge of productions and relevant training of theatrical equipment use
- Liaise with external service providers, hire companies and construction crews where necessary, ensuring supervision onsite when needed
- Ensure adequate provision of technical cover when unavailable



Maintenance

- Maintain all technical equipment, machines, furniture, fixtures and fittings within the Vanbrugh Theatre & other event spaces
- Ensure all equipment is stored safely and is accessible to others when absent
- To maintain up-to-date asset management and inventory of equipment
- Liaise with IT staff over software requirements and system support

Health & Safety

- Ensure all health and safety requirements are met for the use of the performances spaces and produce risk assessments for all theatre / event space fixtures and fittings
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used
- Arrange regular safety checks of all technical equipment, machines, furniture, fixtures and fittings

Venue Hire

- To liaise internally and externally to support theatre bookings
- Provide and promote the full technical specification of facilities available
- Provide technical operating guidelines and training for external hirers
- Set up furniture, lighting, sound and multimedia equipment for bookings, where contractually arranged with hirers
- Where contractually arranged, provide technical support to external hirers

Other duties

- Working with the Director of ICT, arrange the sourcing and purchasing of resources, manage expenditure and ensure best value for money and service provision.
- Work within production budgets to deliver creative and diverse theatrical facilities
- To produce digital 2D and 3D stage design modelling
- Attend and provide technical support on open days and marketing events, when needed



Person Specification

The successful candidate is expected to meet many of the following criteria:

- Flexibility to work evening and weekend hours to meet the demands of the role*
- Proven understanding of technical theatre management
- Proven experience and/or qualification in sound and lighting design, management and maintenance
- Excellent working knowledge of IT and AV equipment in theatrical application
- Experience in implementing health and safety regulations and routines
- Use initiative and come up with solutions to any challenges encountered
- Continuous improvement mind-set
- Offer a commitment to one's own professional development
- Offer creative solutions
- A comfort working at height
- A pride in quality of work undertaken
- Comfortable working in School environment, working with children and adults
- Have high quality inter-personal and communication skills
- Have a collaborative approach to working with other staff within the department and across the school
- Reliable, honest & trustworthy

SALARY AND BENEFITS



This role is **37 hours per week Term time only + 1 week** (approx.37 weeks per year). Working pattern to be discussed at interview. These hours will be worked **during core school hours, 08:30-17:00 Monday to Friday**

*There is an expectation of occasional evening/weekend work to accommodate the needs of the department (such as performances) therefore the role will require a degree of flexibility. Your hours/shift could move accordingly and time in lieu will be offered where necessary.

In return you will receive:

- A full-time equivalent salary of **£25,974** per annum (**actual salary £21,356**) per annum, **term time only + 1 week**



- Free staff lunch on the days you work, during term time
- 35 days annual leave (including bank holidays) – prorated according to your hours and contract type
- Teachers’ Pension Scheme (TPS) or Scottish Widows Group Personal Pension Plan (depending on your role)
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable and according to eligibility
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply via the TES website by **9am Wednesday 16th October 2024** or send completed application forms to recruitment@kingschester.co.uk

A curriculum vitae will **not** be accepted in place of the completed application form.

Interviews will be held W/C 21st and 28th October 2024

The HR Coordinator, Amie Beaumont, is available to discuss the role informally with prospective candidates and can be contacted via recruitment@kingschester.co.uk



This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a moderate level of contact and responsibility for children on a day to day basis.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.





RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which should be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.

In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions.

- **Online Searches:** As per the KCSIE regulations September 2022 update, an online search for all candidates shortlisted for interview must be conducted.