

SAMPLE JOB DESCRIPTION

SCHOOL THEATRE / PERFORMING ARTS TECHNICAL MANAGER

NOTE: This sample job description is a work-in-progress and is currently unfinished. It has been compiled from several existing job descriptions from various schools and various levels of responsibility. It is not intended to be definitive, nor prescriptive. Please get in touch if you would like any further advice.

Compiled by the Schools Theatre Support Group

www.stsg.org.uk

Key Tasks

- To manage/support the day-to-day running of the School's Performing Arts facilities.
- To provide, manage and/or assist as required with all supporting aspects of School productions, Drama classes and exam performances, and other School events in the Performing Arts facilities.

Management

- Manage/support the day-to-day running and availability of the School's Performing Arts facilities.
- Provide first-line support to all users of the School's Performing Arts resources.
- Take on the role and duties of Production Manager for all School / Drama productions and exam performances.
- Manage and maintain all equipment and other technical resources in the Performing Arts department, ensuring staff and students are able to utilise the equipment when required.
- Ensure all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely and safely stored when not in use.
- Co-ordinate the scheduling of all Performing Arts events and the use of department spaces, as well as necessary time for production preparations and maintenance.
- Provide audio-visual technical support and advice to other School events and departments, if required.
- To co-ordinate and manage external hires, protecting the interests of the School and ensuring all Health & Safety requirements are met.

Budgeting

- Co-ordinate petty cash, expenses claims, purchase orders and cheque requests with the Head of Drama and the Finance Dept.
- Prepare and manage the Theatre budget, monitoring with finance reports and goods delivery.
- Ensure productions, maintenance and capital purchases are viable within budgetary parameters and that expenditure falls within these.

Design / Productions

- In liaison with the Production Director(s), arrange (either by delegation and management, or by undertaking tasks directly) all technical aspects for School / Drama productions and exam performances, including:
 - set/staging;
 - props;
 - costume;
 - lighting/sound/video;
 - stage management;
 - front-of-house;
 - and any other tasks required for the production.

To be developed...

Training / Teaching

- Assist the Head of Drama with the delivery of the curriculum, including: -
- Preparing and giving classroom presentations and practical workshops on introductory aspects of technical theatre, such as lighting, sound, stage management, stage layouts, set design, etc.
- Training, supervision and assessment of pupils undertaking technical/performance-support modules for GCSE and A-level, making sure pupils understand the processes and equipment involved, and they complete the necessary requirements of the syllabus.
- Organisation of materials and equipment needed for lessons, such as performance lighting, sound systems, craft materials, and some basic first-line IT / AV support in the classroom.
- Run a Technical Theatre Club for interested pupils, allowing pupils to take an active and major role in the preparation and running of productions (within all legal and safety considerations). Through weekly sessions, ensure crew have adequate knowledge of the processes and equipment involved with all aspects of productions, as well as ensuring the highest standards of Health & Safety.
- Develop and run a programmed scheme of activities and assessment methodology for the Technical Theatre Club, encouraging students to increase their skills and pursue potential career paths in the Theatre world.

Maintenance

- Provide first-line maintenance support for all technical equipment, machines, furniture, fixtures and fittings within the Department. When necessary, contact and liaise with the School's Maintenance Dept., or arrange external suppliers/contractors for repairs and maintenance.
- Plan and undertake a routine maintenance schedule of all Performing Arts equipment, including regular Portable Appliance Testing.
- Monitor and maintain stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed.
- Order and obtain supplies as required (within budgetary parameters).
- Maintain an inventory of all equipment and materials held and used.
- Maintain awareness of developments within technical theatre and undertake training as deemed necessary.

Health and Safety

- Maintain a clean and tidy work space at all times.
- Ensure all Health & Safety requirements are met for daily use of the performance spaces.
- Review and implement the School and/or Theatre's Health & Safety policy, advising the Head of Drama, the Property Manager and/or Bursar on all Health & Safety breaches/matters which may affect the Performing Arts facilities and ensure that any directives issued on Health & Safety matters are strictly applied at all times.
- Compile and maintain all necessary Risk Assessments for rooms, venues, activities, events and productions.
- Ensure theatre security for equipment, building, staff and students.

Personal Specification

The ideal candidate will have excellent interpersonal skills, be able to work under pressure and meet deadlines, be able to manage their own time and work efficiently and effectively. The candidate will have excellent technical and design skills, with up-to-date knowledge of theatre systems and ICT.

Key Requirements

- Theatre industry experience in all aspects of live performance and events.
- Working knowledge of IT including projector set-up, PowerPoint presentations, computer system set-up, and specific theatre industry design programmes.
- Excellent interpersonal, communication and planning skills.

- Management, design, building and crewing experience in all aspects of performing arts.
- Knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use.
- Knowledge of audio and audio-visual equipment and its use as it relates to both live, recorded and playback techniques, its maintenance and refurbishment.
- Knowledge of set building, painting and design techniques and their application.
- Knowledge of theatre scenery, safe rigging and staging equipment.
- Knowledge of costumes and properties, their construction and application in the theatre.
- Knowledge of electrical principals and electrical safety.
- Knowledge of current Health & Safety requirements and legislation regarding theatre.

The successful candidate will be expected to manage their own time to complete the duties required, working flexible hours within a 40-hour week (under the guidance of the Head of Drama), including evenings and weekends. A high level of commitment is expected, particularly in the weeks leading up to a major production. There will be a lot of overtime during busy periods of the term, but it is expected that this will be taken as holiday *in lieu* during less busy periods and school holidays (in addition to the normal holiday allowance, to be taken during in school holidays). [optional] Overtime will be paid for any Sunday production /rehearsal days and for any hours where it is not possible to take sufficient time *in lieu* (subject to prior agreement).

[To be adapted as required]

Last updated - 06/11/2010