



RECRUITMENT PACK

Theatre Technician and IT Support

Closing Date: 12pm on Monday 20th January 2025





Theatre Technician and IT Support

**35 hours per week term time plus 10 days
Salary Scale 5 Point 13 - £28,163 per annum (£25,277.24 pro rata)**

1 Year Fixed Term Contract Initially (part-time applications will be considered)

The successful candidate will support the development of the Performing Arts and Audio Visual across the school. They will provide assistance and expertise to the Performing Arts Department, staff and students as well as assisting in the provision of IT to the school as a whole.

The successful candidate will have a strong grasp of Technical Theatre and should be confident rigging, operating and maintaining theatrical lighting and sound equipment. They will have a strong working knowledge of IT. Experience with photography and computer aided editing software would be advantageous. The successful candidate will be dealing with a wide variety of people at all levels, so candidates must be effective communicators, with strong interpersonal skills, flexible, adaptable and have a willingness to work as part of a team.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

To apply please refer to:-

[Chrysalis Multi Academy Trust, Brent | Teaching Jobs & Education Jobs | MyNewTerm](#)

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JOB DESCRIPTION

Job Title: Theatre Technician and IT Support

Responsible to: Head of Drama

Job Purpose

- To support the development of the Performing Arts across the school by providing assistance and expertise to the Performing Arts Department, staff and students;
- To assist in the provision of IT and AV support across the school.

Duties and Responsibilities

1. Performing Arts Support

- To assist with the day-to-day operations of the Drama Department, as directed by the Head of Drama/Facilities Manager. To provide technical support and to prepare technical facilities for drama sessions, rehearsals, performances and events
- Production management (including set design/construction, lighting design, sound design, operation of lighting and sound desks and rigging of lights) for school productions and other school events.
- To undertake practical work in relation to get-ins, fit-ups, strikes and get-outs, including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting equipment, lighting equipment, special effects and sound equipment.
- Providing technical support to staff, external visitors, visiting theatre companies and guest speakers.
- Theatre equipment maintenance including liaising with contractors to ensure necessary repairs and services are undertaken;
- Management and maintenance of Audio Visual equipment for performances, exams, lectures and assemblies;
- Training staff and selected students on the use of Audio Visual equipment;
- Management of student Audio Visual Technicians;
- Daily checks and termly audits of Performing Art spaces and equipment. Ensure that Health and Safety checks and measures are adhered to at all times by checking the safety of practical area during the day, ensuring equipment is safe for use.

2. Publicity and IT support

- Assist the Trust Head of IT in identifying possible ICT requirements and solution.
- Producing promotional/information posters, films and images for the school;
- Troubleshooting for room systems, including microphones, cameras, and desktop PC's and laptops
- Perform system maintenance and updates as appropriate
- Working with the IT team to resolve support tickets, calls and emails and keeping users up to date on the progress of their issues.
- Create and maintain IT documentation and Monitor IT inventory, procure and manage IT assets including disposal logs.
- Support all AV troubleshooting, including video conferencing and audio-conferencing room systems, projectors, digital screens, and other related equipment.
- Continuity, Maintenance & Security.
- Offering IT and technical support across the Academy Trust as required.

Any other duties allocated by your Line Manager.

PERSON SPECIFICATION

	Essential	Desirable
EDUCATION		
A good standard of general education	✓	
A qualification in Technical Theatre, Drama, Media or other associated practice		✓
EXPERIENCE WHICH DEMONSTRATES		
Good practical background in AV Technical support	✓	
Secure knowledge of IT	✓	
Experience troubleshooting IT issues		✓
Experience of working in a theatre venue or similar setting in a technical role		✓
Experience of working an education institution or similar setting		✓
Experience of working an education institution or similar setting		✓
Awareness of Health and Safety issues in a practical environment	✓	
Experience of visual digital software - Photoshop, illustrator, video editing software		✓
Experience of operating digital video and music recording equipment		✓
Experience of operating a lighting desk, lighting rig and theatrical audio equipment	✓	
Experience of set construction.		✓
PERSONAL SKILLS AND QUALITIES		
Ability to work efficiently using own initiative	✓	
Ability to prioritise work load and work to tight deadlines	✓	
Good communication and interpersonal skills	✓	
Pro-active 'can do' approach to work	✓	
Be able to work as part of a team	✓	