



<b>Theatre Technician</b>	
Department:	Production
Reports to:	Technical Production Manager
Working Pattern:	Full time 40 hours p/w
Hours:	10am – 6pm (flexibility required and time in lieu will be given)
Salary:	£24000
<p><i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.</i></p>	
Background to ArtsEd	<p>ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.</p>
Summary of the role:	<p>The Theatre Technician will work alongside the Technical Production Manager and Senior Lighting Technician to deliver the lighting and sound requirements to the highest standard and within allocated resources.</p>
<b>Key Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• To assist the Technical Production Manager and Senior Lighting Technician with any hires required for productions.</li> <li>• To support the production video requirements in conjunction with the Technical Production Manager and Senior Lighting Technician.</li> <li>• Work alongside the Technical Production Manager to organise and assist with the rigging and focusing of lighting and sound equipment.</li> <li>• On occasion and when required by the School to act as Lighting/ Sound Designer on productions with no formal Designer attached to them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Operate as duty technician within a shared rota on show calls.</li> <li>• To plot lighting/ sound for productions as and when required.</li> <li>• To maintain both the sound and lighting stores and equipment within.</li> <li>• To assist with the maintenance and testing of all technical equipment within the department including P.A.T testing.</li> <li>• To generate risk assessments as and when necessary.</li> <li>• To attend and contribute to all production, progress, and staff meetings.</li> <li>• To actively contribute to the effective operation of the production department's work, ensuring that flow of information both within the department and others is clear, accurate and timely.</li> <li>• To support the Technical Production Manager within the department and assist as and when required.</li> <li>• To assist with the recruitment of any casual staff that are required.</li> <li>• To personally and with other staff ensure compliance with all safety procedures and statutory regulations.</li> <li>• Any other reasonable duties required to assist the production department.</li> </ul>
<p><b>All Staff</b></p>	<ul style="list-style-type: none"> <li>• All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.</li> <li>• All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.</li> <li>• All staff must adhere to the staff Code of Conduct.</li> <li>• All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.</li> <li>• All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.</li> <li>• All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.</li> <li>• ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.</li> <li>• You may also be required to undertake such other comparable duties as your line manager requires from time to time.</li> </ul>

**Person Specification**

You will require

- A Bachelor's Degree or equivalent work experience
- Technical Theatre experience: 3 years (Preferred)
- Basic or better familiarity with lighting controls.
- Basic or better familiarity with sound and video controls.
- Familiar with and able to implement and execute common theatrical practices and procedures.
- Successful experience leading, educating and supervising volunteer work crews
- Ability to repeatedly lift, push, or manoeuvre heavy weights
- Ability to repeatedly climb and work on ladders
- The ability to work collaboratively as part of a team
- A good knowledge of Health and Safety requirements in a theatre setting and able to work safely at all times

