

JOB DESCRIPTION

Job Title: Theatre Technician

Grade: Support Staff Grade 3 (£25,159 - £29,425 FTE)

Line Manager: Theatre Manager

1. Job Purpose

The primary function of this role is to work with the Theatre Manager and teaching staff to offer a high standard of technical support to the Drama and Performing Arts department and all users of the Prospect Theatre. This role also involves administrative support to the department; the post holder will hold excellent organisational skills and strong digital literacy to support the department in the office..

The Theatre Technician will contribute to the achievement of the College's single corporate objective - improving students' achievements - by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

1.1 Maintenance & Asset Management

- Assist in the maintenance of Performing Arts department equipment and fittings to a high operating standard, including but not limited to:
 - Sound and lighting systems in both the Drama Studio and the Main Theatre.
 - Projection systems in the Main Theatre.
 - The props cupboard and set shed.
- Observe and enforce Health & Safety regulations and licensing conditions across all technical spaces.
- Maintain a safe working environment, modeling and presenting safe H&S practices to students at all times.

1.2 Production Planning & Support

- Plan, rig, and test equipment for performances, classes, and events in consultation with the Theatre Manager.
- Provide technical support to students and staff during practical lessons, rehearsals, and live events.
- Assist in the planning of production installations and the specification of equipment to be ordered or hired.

- Liaise effectively with various members of the production team, including directors, performers, and the student technical team.
- Facilitate and support the construction of props and student set design concepts.

1.3 Lighting & Sound Design (*Training can be provided*)

- Produce creative lighting and/or sound designs and rig plans for performances and events in consultation with the Theatre Manager.
- Set up, program, and operate the theatre's high quality live sound and lighting systems during performances.

1.4 Multi-Media & Digital Asset Management

- Install and facilitate the use of video and other multimedia elements in presentations and live performances.
- Edit media resources for the Performing Arts department, practical coursework, and official exams.
- Cut and edit audio tracks using Audacity or similar sound editing software.
- Edit video footage using Adobe Premiere, iMovie, or similar video editing suites.
- Manage digital archives by uploading and organising video footage of rehearsals, lessons, and performances to G-Suite, ensuring secure and efficient sharing with relevant staff.

1.5 Departmental & Event Administration

- Manage and maintain the Theatre room booking system, ensuring smooth scheduling between classes, rehearsals, and events.
- Coordinate ticketing and front-of-house logistics for enrichment productions, including setting up and managing ticket sales on TicketSource.
- Design and produce posters, digital assets, and programs for in-house performances, departmental resources, and external audiences.
- Provide general administrative support for the department, including handling telephone queries, ordering playtexts, maintaining the scripts library, and updating physical and digital display boards.
- Demonstrate excellent digital literacy and an advanced, practical knowledge of Google Workspace (G-Suite).

Person Specification

Category	Required Skills, Knowledge & Experience
Knowledge	<ul style="list-style-type: none"> • Technical knowledge of theatre sound, lighting, and projection equipment. • Up-to-date knowledge of Health & Safety regulations and risk assessments. • Interest in the theory and practice of lighting and sound design.
Skills & IT Literacy	<ul style="list-style-type: none"> • Excellent digital literacy • Practical knowledge of Google Workspace (G-Suite). • Strong administrative and organizational skills. • Excellent communication and interpersonal skills. • Ability to effectively demonstrate H&S practices to students. • Excellent planning and time-management skills.
Attributes	<ul style="list-style-type: none"> • Exceptional flexibility and adaptability. • A proactive mindset with the ability to work independently using initiative and foresight.
Job Specific	<ul style="list-style-type: none"> • Strong commitment to the safeguarding and welfare of all students. • Ability and willingness to work flexible hours outside of normal College hours (evenings/weekends) for production and event purposes. <ul style="list-style-type: none"> ◦ <i>Note: Overtime can be claimed back via Time Off In Lieu (TOIL), typically taken during normal college holidays or through flexible working arrangements in consultation with your line manager.</i>

Category	Desirable Skills, Knowledge & Experience
Knowledge	<ul style="list-style-type: none"> • Proficiency in operating audio and video editing software packages (e.g., Audacity, Logic Pro X, Adobe Premiere, Davinic Resolve). • Strong knowledge of standard signal flow within a theatre environment. • Experience using sound equipment such as mixing consoles in a live setting. • Experience using lighting equipment such as lighting consoles and DMX.
Skills & IT Literacy	<ul style="list-style-type: none"> • Experience in an administrative role. • Experience managing booking systems and digital ticketing platforms (e.g., TicketSource). • Practical hands-on skills, such as prop building, set construction, or basic woodworking.