Job Description

Job Title: Theatre Manager

Line Manager: Curriculum Manager Drama and Theatre Studies

Job Requirement: 37 hours per week, Monday to Friday, all-year round. Ability and willingness to work outside of normal College hours for events purposes. Time can be taken back with Time Off In Lieu (TOIL) such as during normal college holidays or some flexible working time in consultation with your line manager.

Key Purpose of the Role

The primary function of this role is to work with the theatre technician 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.

The Theatre Manager 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.

Key Responsibilities

- To ensure the maintenance of equipment and fittings in the theatre and performing arts department are up to a good operating standard including:
    - Sound systems in the theatre, drama studio and all other performing arts areas;
    - Lighting systems in drama studio and the main theatre;
    - Projection systems in the main theatre;
    - Drapes, cyclorama, legs and all tracks and fittings;
    - Any other equipment which may be used within the environment.

- To rig equipment for events and productions in consultation with the Theatre Technician.
    - To strike equipment after use.
    - To observe health & safety regulations and licensing conditions and see that conditions of the theatre's premises licence are met.
    - Advise outside users, production companies, staff and students observe safety regulations and the College's safety procedures
    - To give technical advice and guidance to staff and students on the use and limitations of equipment and systems.
    - To give technical support to students, staff, hirers and visiting companies during productions, class and examinations.

- To take on role of Production Manager
    - Plan production installations.

    - Order or hire of equipment
    - Solve logistic problems
    - Solve rigging problems as the theatre is built without a grid.
    - Liaise with various members of the production team.
    - In collaboration with the Theatre technician cover the following roles as and when applicable:

- Lighting/Sound Designer
    - Produce lighting designs for productions, college events and exams (end of year award ceremonies, concerts, all staff meetings, workshops, etc.).
    - Rig lanterns, patch and programme lighting plots into computerised and manual boards.
    - Operate lighting and/or sound during performance.
    - To compose and record original music and sound design for student drama shows
    - To edit and record existing sound effects and music
    - To offer technical support for sounds equipment across the entire college campus including setting up PA systems for examinations

- Multi-media role
    - To install and facilitate the use of video and other multi-media in presentations and performances.
    - To edit media resources for the performing arts department and exams.
    - Cutting and editing of music using Audacity or similar editing programmes
    - Video editing using Adobe Premiere Pro/Rush, iMovie or similar editing programmes.
    - Uploading and organising video footage of rehearsals, lessons and performances to Google Drive and external storage, and sharing with relevant staff.
    - Preparing examination evidence for submission to exam boards

- To manage and timetable department and college events:
    - Liaise with Executive office to ensure incoming theatre bookings do not cause issues with departmental/college activities
    - Provide adequate technical support based on the needs of the booking (book bank technicians etc.)
    - Provide training and familiarisation for the bank technicians
    - Timetable the department's teaching and enrichment activities around booking on a weekly basis

- To line manage the Theatre Technician:
    - Working with the technician and delegating technical tasks, as relevant
    - Manage time (agreeing days off, setting a rota, staffing events and exams)
    - Monitor progress and run annual appraisals

- To Risk manage the theatre and oversee health and safety:
    - Complete risk assessments for the theatre
    - Liaise with the H&S adviser and estates team on issues arising from assessments
    - To book and oversee annual testing of theatre equipment, liaising with the estates manager
    - To present and model H&S practice to students at all times and to be responsible in keeping their working space and them safe

- To assist with course and event administration for drama and performing arts (when time permits)
    - Design and produce event/exam performance posters and programmes
    - Assist in the organisation of department events and exam performances
    - Assist in the administration associated with courses including recording performances and uploading evidence to google drive
    - Assist the department with editing visual recording for marketing and teaching purposes
    - General administration for the course, for example answering telephone queries, order playtexts and keeping the library of texts in order. Updating of display boards, enrichment productions - advertise tickets on TicketSource, make posters and programmes, advertise to students, staff and public.

- To Run the "Flexi-crew" technical theatre enrichment course
    - Teach students various areas of technical theatre practice: lighting, sound, video projection, set building, prop making, costume, etc
    - To give technical training to students in operating equipment as need arises
    - To support students in the making of set and props, costume, light and sound for college productions

- All staff have a shared responsibility to actively promote inclusion, fostering an environment where every individual feels valued, respected, and supported in their learning and development. This includes identifying and removing barriers to participation and learning, so that ALL students can achieve and thrive.

- Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Person Specification

We are looking for an individual who is passionate about helping students reach their full potential. The ideal candidate will have:

Qualifications

- TBC - remove?

Significant and proven experience in the following areas:

- Technical knowledge to maintain equipment
- Up to date knowledge of Health & Safety and licensing regulations
- Ability to give technical advice to staff and students
- Knowledge of theory and practice of lighting for drama, music and dance.
- Good level of musical knowledge and operation of various software packages for sound editing.
- Understand of the process of risk assessment with respect to health and safety in the workplace
- High level of technical knowledge and ability to pass this on

Personal Qualities and Skills

- Good communication skills with the ability to confidently liaise with staff, students and external customers
- Good interpersonal skills and ability to work in an independent way using initiative and foresight.
- Ability to effectively communicate technical skills.
- Experience of set building.
- Flexibility and adaptability whilst working under pressure.
- Tidy and methodical approach.
- Ability to be willing, flexible and helpful.
- Ability to build rapport with others in order to foster positive working relationships.
- A 'can do' attitude.
- Ability to work independently and as a member of a successful team.
- Resilient, calm and able to work under pressure.
- High professional standards and personal integrity in order to maintain confidentiality.
- Competent IT skills

Desirable

- Competent IT skills
- Extended period of working in a College or School setting
- Experience in a similar role within a college or school setting.