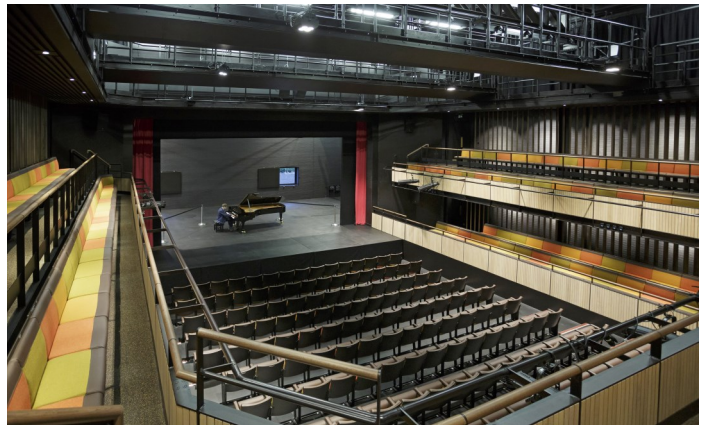




THE PERSE SCHOOL CAMBRIDGE



Theatre Technician - Performing Arts Centre Fixed Term

At the Perse Upper School
CANDIDATE PACK



The Perse School is one of the country's leading independent day schools and registered charity educating over 1720 girls and boys aged 3 – 18. We are a very successful and special school which is both innovative and traditional, ambitious and caring, industrious and fun.

Located in Cambridge, The Perse comprises three schools, the Upper, Prep and Pelican. Given the outstanding education offered, we are consistently over-subscribed and in strong financial health with an annual turnover of £34 million. We regularly achieve some of the best public examination results and university application outcomes in the UK.

We strongly believe in public benefit and work with local and international communities including state schools, on a range of exciting projects. We strive for inclusivity and believe our school should be accessible to pupils irrespective of financial wealth. We are proud of our bursary scheme which provide this opportunity for many children.

Our aim is to be a leading Employer of Choice. A place where our staff are proud and excited to work. Where individuals are valued, respected, motivated and committed, and where their happiness, development and wellbeing are priorities. As a community, we value one another and we each play our part in creating a caring and considerate environment.

The Perse aims to attract develop and retain the best staff and provide a working environment which is stimulating, inclusive, supportive and rewarding. As a values-led employer, we strive for a culture of kindness, care, trust and team work.

We know that our staff are our greatest strength in creating the culture and environment for our pupils to thrive. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.





Salary: £21,319 per annum (pro rata from £25,167 FTE)

Working hours: 37.5 a week term time only +10 days

We are seeking to appoint a Theatre Technician to work in our Performing Arts Centre. This is an exciting opportunity for a recent graduate wishing to develop a broad range of skills to learn alongside experienced professional practitioners. It is a fixed term position for one year from September 2024, but may lead to a permanent position.

Responsibility

As a member of the support staff, the Operations Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Director of Parental Experience.

The RIBA award-winning Peter Hall Performing Arts Centre (PAC) opened in 2018 and contains a 370+ seat auditorium that can be used flexibly with additional studio/rehearsal space, control and dimmer rooms, props stores, green room and dressing rooms, workshop and a production office. There are reception and interval facilities including foyers on both floors which double up as catering and social spaces for general school use during the day, and an exhibition gallery.

The PAC is primarily used for school productions, concerts, lectures, extra-curricular events and teaching during term time and for external lets and conferences during some school holidays.

The Theatre Technician will join a team of four specialist staff based in the Performing Arts Centre.

Job Purpose

Principal Contacts

The Theatre Technician will work closely with the Director of Parental Experience who is responsible for all operational elements of the PAC, the Theatre Practitioner in Residence who is responsible for all creative elements of school productions, the Senior Technician and the PAC Operations Assistant.

Areas of Responsibility:

- Assist with the organisation, development and successful delivery of the PAC events programme with a particular focus on extra-curricular drama productions;
- Assist (and deputise for) the Senior Technician in facilitating the smooth and efficient running of the technical aspects of the PAC;
- Mentor students on aspects of theatre production and or/event management;
- Assist the Theatre Practitioner in Residence with organising and maintaining the work shop and with set construction;
- Assist with the recording of GCSE and A level music performances;
- Undertake any other duties as may be reasonably required to ensure the smooth running of the PAC.

Key tasks:

Technical Operations/Productions

- Assist the Senior Technician with the sound, lighting, projection, stage management and all related technical aspects of the PAC, to support whole school and external events;
- Assist the Senior Technician with rigging and operating the lighting and sound for events in the PAC, including live mixing when necessary;
- Assist the Theatre Practitioner in Residence with constructing and decorating sets for productions;
- Assist the Theatre Practitioner in Residence with organising and maintaining the work shop and set materials;
- Assist with the running of pupil extra-curricular activities including running technical workshops for Perse Production Company;
- Supervise student stage crew activities and instruct students in the safe use and correct running of technical equipment;
- Maintain the backstage areas e.g. green room, workshop, props and costume areas, sound and audio-visual areas, keeping them in appropriate working condition;
- Assist with the get-in and get-out at the beginning and end of productions;
- Assist with the ordering of props and costumes.

Administration

- Assist with routine administrative tasks including rehearsal and production schedules, responding to internal booking requests, box office administration and maintaining drama rehearsal registers on the school's extra-curricular software.

Health, Safety and Security

- Assist with the maintaining and updating all back of house H&S procedures and records, with guidance from the Director of Parental Experience and Senior Technician;
- Assist with writing risk assessments as required;
- At all times carry out your duties in a manner which neither endangers yourself nor other people; rectifying or reporting anything you consider unsafe or likely to cause injury or ill health.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Any other appropriate duties required by the School, commensurate with your skills..



Person Specification

Education/Qualifications

Essential

- A degree in Technical Theatre (or similar), or a minimum of one year's experience working in technical theatre.

Skills and Experience

Essential

- Proactive, can-do attitude and willingness to learn new skills;
- Empathy for pupils, parents, staff and the community;
- Respects and values the different experiences, ideas and backgrounds others can bring to work;
- A good working knowledge of all aspects of sound and sound equipment;
- A good working knowledge of all aspects of lighting and lighting equipment including rigging, focussing, plotting and operation;
- AV/ICT skills;
- Knowledge of Health and Safety legislative requirements and good practice.

Desirable

- Interest and knowledge of sound and/or video recording, mixing musicals (knowledge of QLab a significant advantage);
- Experience of working at height.

Training and Development

As a graduate level role, an extensive programme of development and training is available to the successful candidate. There will be a full induction programme, regular reviews to identify growth areas, and ongoing training, including access to Educare online courses.

As a member of the PAC technical staff, the Theatre Technician will become a member of the Association of British Theatre Technicians (ABTT) and may benefit from their training and professional development opportunities.

This job description is subject to amendment or modification at any time after consultation, such as following any appraisal process. It is not a comprehensive statement of tasks but sets out the main expectations of the School in relation to your professional responsibilities and duties. You will be expected to comply with any reasonable requests from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in light of the needs of the School and the professional development of staff.

Job Specific Terms and Conditions

Working Hours

This role is term-time only plus 10 days for an average of 37.5 hours per week (including a 30 minute unpaid lunch break). Working hours will be flexible as required for events, including evenings and weekends. It is intended that excess hours during busy periods will be offset in quiet times and during school holidays when working hours will reduce (subject to the demands of holiday courses and events).



Salary

The starting salary will be £21,319 per annum, which has been pro-rated for the number of weeks worked (based on the full time equivalent salary of £25,167 per annum).

Holidays

Paid holiday entitlement is 7 weeks including Bank holidays per annum, which must be taken during School holidays other than at the times referred to in Working Hours above.

Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department recruitment@perse.co.uk

Closing Date

The closing date for applications is **22nd May at midday**. Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Interviews will be held on **Friday 24th May**.

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

