

Position Description

Theatre Technician

OVERALL PURPOSE OF THE POSITION

- To plan, co-ordinate, source and operate the technical (i.e. lighting/sound etc.) requirements for the curricular and the co-curricular Barker Performing Arts' programmes and productions.
 - To assist with the technical aspects of creating professional looking performance works which could also include stage design, prop management and student tech-crew supervision.
 - To be a part of a creative, professional team in a fast-paced, dynamic environment and assist with maintaining performance venues and workshop spaces.
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PRIMARY DUTIES & RESPONSIBILITIES

Working with the Head of Drama and other Theatre Technician to:

- Plan, organise and implement the operation and maintenance of performance-related equipment in performance venues/drama studios, including lights and lighting consoles, sound equipment etc. (incl. MA3, Ion or any other required show consoles)
- Design, plan and rig the technical requirements for theatrical productions/performance, including programming the lights/sound for each show with student technicians and to assist them with timing, cueing and final programming.
- Coordinate with Drama Department on use of technical equipment, venues etc.
- Ensure proper safety practices and procedures are followed, including duty of care of students, isolating fire alarms, toolbox talks etc. as per WHS expectations.
- Be on site (at times after-hours) to supervise rehearsals and performances in order to manage technical and/or other aspects of shows as required.
- Plan and implement technical expectations for showcase evenings and other performances throughout the year, which could include Music/Dance concerts and one-off events.
- Keep an accurate account of expenses incurred and to allocate them to the necessary budget.
- Co-ordinate the basic bump-out post show and return each venue to standard rig as soon as practicable.
- Assist in facilitating technical support for teachers', which may mean carrying out demonstrations in teaching sessions, and/or providing technical theatre advice and assistance for students and staff in curricular as well as co-curricular projects
- Communicate with facilities managers and/or IT about new technology etc. for performance venues
- Any other duties as required by the Head of Drama and the other Theatre Technician.

SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Demonstrated experience in a similar role
 - Expertise in the use of a variety of theatrical, performance-related equipment (incl. MA3, Ion or other required show consoles)
 - Highly developed communication and organisational skills with the ability to work to deadlines and prioritise
 - Creative flair with a theatrical understanding for performance work
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ESSENTIAL PERSONAL ATTRIBUTES

- Enthusiasm and energy, and an excitement to help students create
 - The ability to work independently and as part of a team
 - Intelligent, lateral thinker with an ability to problem solve
 - Exceptional personal standards of honesty, integrity and professionalism
 - Strong motivation, influencing and team-building skills
 - Ability to support the Christian values and ethos of the School
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Director Curriculum Strategy

The Immediate Manager: Head of Drama

This position: Theatre Technician

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Theatre Technician**.

Approved by Head of Drama on 18 November 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
