



DEAN CLOSE FOUNDATION

Post:	Technical Manager
Line Manager:	Theatre Manager
Hours of Work:	37.5 hours per week 52 weeks per year.
Salary:	£24,000 - £28,000 per annum dependent on experience.
Start date:	As soon as all pre-employment checks are satisfactorily completed.
Location	Bacon Theatre, Dean Close School

The Role

To support the year-round public programme of events in The Bacon Theatre: Touring theatre, live bands, classical ballet, family shows, celebrity speakers, satellite broadcasts and cinema screenings, as well as outdoor staged events, all of which run alongside a substantial schedule of venue hire and high calibre Dean Close School productions.

The Bacon Theatre is a 566 capacity, purpose-built performance space with an auditorium on two levels, 18m x 11m stage, 5.6m height proscenium and an open/closed orchestra pit. This role is based in the Bacon Theatre and in addition provides technical support for associated venues across the site, including the Tuckwell Amphitheatre, The Prince Michael Hall, 1914 Centenary Hall, Dean Close Drama Studio and also the school Chapel.

An ideal candidate for this role would be resourceful, knowledgeable and adept at juggling a busy technical schedule; a strong team player with excellent people skills and good organisation; at least 3 years' experience in a technical theatre role and team leadership experience.

Duties

1. Technical management of The Bacon Theatre and venues across the Dean Close School campus to meet the level of technical services required daily: In close co-operation with the Theatre Manager and in support of the Drama Departments (Senior, Prep School and Pre-Prep School).

- a) Working across the board on a range of staged productions and events in all venues:
 - i. Rigging and operating stage equipment and stage furniture
 - ii. Programming and operating lighting control systems
 - iii. Mixing sound and system engineering
 - iv. Supporting the construction and/or delivery of stage sets
- b) Maintaining high standards of all technical equipment and stage effects
- c) Maintaining excellent organisation of back stage areas, technical processes and administration



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- d) Problem-solving and resolving technical issues
- e) Ensuring excellent client liaison and provision of a high quality technical service
- f) Supervising and working alongside incoming crew with external events

2. To uphold high standards of safety, behaviour and operation for the venues in accordance with site-wide Health & Safety procedures

- a) Creating and implementing risk assessments for the theatre buildings
- b) Creating and implementing risk assessments for School productions
- c) Disseminating operational information to the School community
- d) Undertaking statutory testing and inspection, including portable appliance electrical testing and regular inspections of access equipment. Arranging inspection of flying systems and hardware.
- e) In conjunction with Senior Management, to keep abreast of changing HSE legislation and current theatre industry best practice

Shared Duties

1. Managing upcoming technical schedules in conjunction with the Theatre Manager
 - a) Establishing the upcoming workload and ensuring resources and staff are allocated effectively to meet deadlines and requirements
2. Line management of the Technical Team a.
 - a) Supervising, mentoring and appraising the permanent Theatre Technician in conjunction with the Theatre Manager Supervising and appraising Casual Technicians, as appropriate
3. Supporting Dean Close Scholars
 - a) Providing back stage / technical training to Scholars, ensuring that a positive, safe and supportive learning environment is forged, in conjunction with the Theatre Technician and Dean Close Drama Department.
4. Managing the Stage Lighting and AV Budget in conjunction with the Theatre Manager

Person Specification

- Essential Skills
 1. Minimum of 3 years technical experience in a professional venue.
 2. Suitable people management experience.
- Desirable skills
 1. Carpentry skills for the construction of scenery for DCS plays and musicals (four to five productions a year)
 2. Electronic repair knowledge for the maintenance of faulty equipment.

Terms and Conditions



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- Pension scheme available
- Free lunch is available during term time
- Free parking is available on school grounds or near-by
- Holiday entitlement 25 days plus bank holidays.

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.