



HAMPTON SCHOOL

JOB DESCRIPTION

THEATRE TECHNICIAN (Full Time Appointment)

Job Title : Theatre Technician
Reporting Line : Technical Manager
Location : Hampton School

The closing date for applications is Monday 25 June 2018 at 9.00am.



ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils. Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life.

These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

The Role

Hampton is one of the UK's most successful independent schools and is seeking to appoint a Theatre Technician to assist the Technical Theatre Manager with the running of the Hammond Theatre. Candidates must have experience of working in a live entertainment environment and possess a strong knowledge of technical theatre.

The Hammond Theatre hosts a varied programme of drama, dance, music and comedy plus Live Theatre screenings for all ages including NT Live, Royal Opera House and Kenneth Branagh Theatre Company productions.

Experience with moving lights, technical maintenance, working with Avolite lighting desks and Sound Craft digital Sound desks would be advantageous. A good level IT is required and knowledge of Macs and Qlab desirable but not essential. We will offer a competitive salary and benefits package. The appointment is full-time and will involve evening and weekend work.

Main Responsibilities

The main responsibilities of the role will include:

Technical

- Programing and operating of lighting systems. ETC Ion and Avolite Tiger Touch Pro Desks
- Designing Lighting for internal and external shows
- Maintenance of a mixture of Generic, LED and Movers
- Operation of Sound Equipment: D&B PA, Sennheiser Radio Mic's and a Soundcraft Vi1 Digital Desk
- Setting up of Theatre and Main Hall for events as and when required
- Operation of Forestage and Orchestra Pit Lifts
- PAT testing and logging of equipment.

Stage management

- Managing a student crew during productions
- Laying and rolling dance floor for events
- Change of venue to different layouts i.e. Flat Floor, Concert Hall, and Theatre

Set building and design

- Researching and designing set for productions
- Using stock of current staging, and set items to construct sets
- Building sets with the Technical Theatre Manager
- Prop and costume sourcing.

General

- Assisting the Technical Theatre Manager in general day-to-day running of the venue
- Deputising for the Technical Theatre Manager during external and internal events
- Setting up and maintaining the Box Office System
- General administrative support
- Responsible for looking after the Theatre website with the assistance of the Technical Theatre Manager.

Training

To attend the following courses:

- First Aid (3 day course)
- Defibrillator training
- IPAF training
- Where necessary, to undergo on the job training under the general direction of the Technical Theatre Manager
- To attend INSET/Continued Professional Development training outside the school where appropriate to increase competence, proficiency and safety awareness.

Other

- To act as Fire Marshal as required. Training will be provided
- Any other reasonable tasks required by the Deputy Bursar, Bursar, Headmaster or anyone acting on their behalf in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Personal Specification

The Theatre Technician, as a member of the Support Staff, is ultimately accountable to the Bursar. However, on a day-to-day basis will work under the supervision of the Technical Theatre Manager as Line Manager then Deputy Bursar.

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:

- Relevant Degree or professional experience of technical theatre
- Experience of lighting design and theatre lighting/sound systems
- Stage/Venue management experience working to entertainment deadlines
- Strong IT skills in Microsoft office (Word, Excel and Outlook) and knowledge of Macs and Qlab is desirable
- Excellent organisational skills with an ability to plan, prioritise and to work calmly to meet deadlines and to be flexible and adaptable in order to meet ever-changing needs
- Excellent interpersonal skills, oral and written communication skills, with a willingness to go the extra mile and a ‘can do’ approach
- Excellent presentation skills with a high degree of attention to detail with ability to multi-task with a high degree of personal drive and motivation
- Enthusiasm, willingness and flexibility to work evenings and weekends as required
- Ability to work well as a member of a team and to understand and adapt to the culture of an independent day school
- Excellent customer service skills, professional appearance and friendly/approachable and polite demeanour
- A willingness to assist and deal confidently with internal and external enquiries

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks

to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If you have any special requirements are required to attend an interview please inform the School.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be based on the Hampton School Scale for Support Staff and will be in the range of £22,800 to £23,900 per annum.

The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank Transfer on the 25th of the month, or next working day thereafter.

Hours and Holidays

This salary is for a full time appointment of 40 hours per week with an unpaid hour for lunch. Working hours will be agreed in advance with the Theatre Technical Manager and will include some evening and weekend working.

There are twenty six days annual holiday plus public holidays and periods when the School is shut, for example usually between Christmas and the New Year (24 December to 1 January inclusive – dates may vary depending on weekends) and May additional School holiday day (the Tuesday after the bank holiday in half term).

Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	3 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	3 months

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

1. Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

2. Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

3. Health Care Insurance

The School provides Health Care insurance for all members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

4. School Fee Reduction

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

5. Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

6. Personal Accident Insurance

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

7. Drinks and snacks

Staff are provided with tea/coffee and light snacks at no charge.

8. School Lunch

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

9. Sports Travel to School on Saturdays

Staff running teams may claim expenses for travel to/from School for Sports matches.

10. Use of private vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

11. Blood Pressure

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

12. Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

13. Sports Therapy

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

14. Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

15. Sporting Facilities

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

16. Parking

Staff parking on site is currently permitted, subject to availability of an approved parking space. **All members of staff who wish to park on site must obtain a permit from the Bursary.**

The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

June 2018