



# GORDONSTOUN

Broader experiences, broader minds

## AV and Theatre Technician

### **Job Purpose**

Gordonstoun is renowned for its high quality performing arts and has its own theatre called Ogstoun on campus together with a multipurpose chapel called St. Christopher's. The post holder will be required to support concerts, shows and performances and deliver a mixed programme of professional music, drama and dance across the school.

**Reports to:** Director of IT Services

**Lateral Communication:** All areas of the school including students, staff, visitors and third parties

**Main Responsibilities:** The safe and effective delivery of technical support to the performing arts programmes and all public events at Gordonstoun and by Gordonstoun students (including sound and lighting and stage management)

Management of the school's AV and theatre equipment

Running the student Technical Service (part of the Gordonstoun Service curriculum, whereby students develop technical skills and provide technical support to school and community)

Subject to qualification and experience, lead and inspire students in music production and music technology

Supporting and promoting a safe and healthy working environment and adhering to Child Protection policies and procedures at all times

### **Detailed responsibilities:**

The safe and effective delivery of technical support to the performing arts programmes and all public events at Gordonstoun and by Gordonstoun students (including sound and lighting and stage management)

- To take responsibility for all technical areas and equipment within Ogstoun Theatre and St Christopher's Chapel
- Supporting production teams with creativity and proactivity as they prepare for performances, including attending rehearsals as required
- Ensuring effective venue preparation, rigging and de-rigging of equipment for productions
- Competent operation of the sound and lighting equipment and all related instruments for internal and external performances
- Ensure good practice and safe operation of all backstage areas within performing arts venues, including development and operation of appropriate Health and Safety procedures and policies therein including ensuring that these are followed by outside agencies using the school facilities.
- Recording GCSE and A level performances
- To liaise with the school's Security Patrol Officers as may be required and to be responsible, as required, for opening and securing buildings as required.
- Recruit, train and develop technical staff and casual assistants in order that appropriate levels of staff are available for productions as required.

Management of the school's fixed and portable AV and theatre equipment ('the equipment')

- To update and maintain an electronic register of all the equipment (including its value) both fixed and portable.
- To conduct regular inspections of the equipment, maintain the equipment and keep it in good working order, complying with statutory regulations, Portable Appliance Testing, Health and Safety legislation, identifying maintenance needs and ensuring safe working practice and operational procedures at all times.
- To be responsible for the recording studio and music technology hardware (in terms of organising files, updating software, stock control including replenishing stock in a timely manner together with moving and setting up of all hardware etc.)
- Liaise with appropriate staff in the school (grounds, maintenance etc) with regard to Ogstoun and St. Christopher's building and maintenance issues as required.
- Ensure performance and rehearsal spaces are properly heated, ventilated and lit at all times ensuring maximum economy of fuel.
- Work with the Director of IT Services (budget holder) regarding any budgetary requirements for technical equipment and technical hires including managing technical and staff resources within agreed budget limits.

Running the student Technical Service (part of the Gordonstoun Service curriculum, whereby students develop technical skills and provide technical support to school and community)

- To help train and run the student lead technical teams with all events across campus and be a working member of the technical service to help deliver all events across campus each day.
- To ensure all the technical student teams on duty are supervised by a staff member in the technical service.

- To oversee technical training modules for students.
- Devise and deliver technical skills training workshops, and work experience opportunities as part of Gordonstoun's commitment to developing arts skills amongst the students as appropriate.

Subject to qualification and experience, lead and inspire students in music production and music technology

- To adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times. To promote and safeguard the welfare of children and young persons for whom the post holder is responsible for and will come into contact with.
- Take responsibility for continuing self-development. Undertake training and professional development in line with personal development and the needs of Gordonstoun.
- Lead technical team meetings as appropriate, and attend other relevant staff meetings, including departmental and full staff meetings as required.
- Ensure compliance with the School's legal and financial requirements
- Support a caring environment in the school including setting the right tone for students in accordance with the school charter and establishing positive common expectations of behaviour and demeanour. Given the nature of the role, this will include working closely with all those involved in the pastoral care of students.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the school.

This document outlines the main responsibilities of the post. The post holder will be required to undertake any other duties that may be reasonably requested by the Director of IT Services, School Executive (SE) or Senior Leadership Team (SLT) in support of the aims of the school.

### **Further Information:**

Accommodation is provided on campus at £300.00 a month.

A competitive salary is offered depending on skills and experience

Term Time only (with flexibility to work a few days after and/or before each term commences as may be required)

Pension (auto enrolment into the operations' staff pension scheme)

Reduced school fees

Lunch provided (when school refectory operating)

Free use of the school's Sports Centre

2 term probationary period

Gordonstoun is an equal opportunities employer and considers all requests for flexible working.

May 2019

This job description outlines the responsibilities of the post-holder and should not constrain those wishing to take on additional responsibilities and activities that could positively affect their own or the School's development and improvement.

**Recruitment process**

Applicants are invited to complete an application form online from the employment section of the Gordonstoun website [www.gordonstoun.org.uk /employment/vacancies](http://www.gordonstoun.org.uk/employment/vacancies)

The closing date for applications is 1200hrs on Monday 3 June 2019.  
Interviews will be held week commencing 10 June 2019.