



**Job Title:** Apprentice Theatre Technician  
**Hours:** Full time  
**Status:** 2-year Apprenticeship plus end point assessment

**Responsible to:** Artistic Director

**Functional links with:** Assistant Head, Head of Music, Head of Drama, Technical Director and Events Manager

**Job Purpose:**

- To support the technical director in preparing all of the School's facilities for performances or events and maintain equipment for use by staff and students
- To support the technical director in providing support to staff and students in all of the associated areas of the School and Enterprises
- The apprentice will be required to complete apprenticeship coursework

**Main Duties:**

- To support the day-to-day running of the Queen's Hall and Performing Arts facilities
- To provide assistance as required with all supporting aspects of School productions, concerts, Drama classes, assemblies, worship and other School events in the Queen's Hall or any other performance space within the School.
- To liaise with the Artistic Director and Technical Director regarding School productions and performances.
- To support the technical director in liaising with The Chaplain or Year Heads regarding assemblies, full school worship and charity events
- To support the technical director in the maintenance of all equipment and other technical resources, ensuring staff and students are able to utilise the equipment when required.
- To support the technical director in ensuring all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely and safely stored when not in use.

- To support the technical director in providing audio-visual technical support and advice to other school events and departments, if required. (e.g. open days)
- To provide assistance when required with all external hires, protecting the interests of the School and ensuring all Health & Safety requirements are met.
- To support the technical director in planning and undertaking a routine maintenance schedule of all equipment.
- To support the technical director in monitoring and maintaining stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed.
- To update the inventory of all equipment and materials held and used.
- To study developments within technical theatre and undertake training as deemed necessary.
- To maintain a clean and tidy work space at all times.
- To ensure all Health & Safety requirements are followed for daily use of the performance spaces.
- To support the technical director in compiling and maintaining all necessary risk assessments for rooms, venues, activities, events and productions.
- To be mindful of theatre security for equipment, building, staff and students and how this can be maintained.

#### **Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

#### **Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: November 2021**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.