

**Job Title:** Theatre Manager

**Responsible to:** Head of Subject(s) Theatre Arts

**Job purpose:**

To manage performance venues and related spaces, ensuring the Theatre and Studios are kept up to date and practically ready for all usages including, most importantly, the technical running of all performances. This includes the Theatre Arts Subjects, cross college bookings and external hires. To communicate with all relevant parties across the college, ensuring a high level of H&S standards and professional quality in all engagements of the Theatre and Studio spaces.

To liaise with all Theatre Arts HoS on the usages of the spaces, including:

- To deliver the technical provision required to support all curriculum or theatre related activities, exams, practical teaching and productions
- To run the technical and staging aspects of all performance examinations and related preparation
- To act as an instructor for students when appropriate in order to facilitate teaching and learning
- To support the use of the theatre as needed for cross college events, such as open evenings, parents' evenings, college information evenings and events organised for the purposes of charitable donation and/or student enrichment or outreach
- To manage the work of the technical assistant (if appropriate) and ensure the best deployment of those available hours

**Responsible for:**

1. The designing, rigging, plotting, focussing and programming of lights and the operation of lighting, sound, visual projections and set elements for performance examinations and performances which take place within the department.
2. Filming all examined productions and to edit footage as a post effect where applicable. To archive and digitally store all footage in addition to providing material for exam boards as production evidence.
3. Recording/sourcing of sound FX and projections for both performances and performance examinations.
4. Managing the theatre on a day to day basis, co-coordinating bookings from the Theatre Arts Department, cross college and external hires. Communicating with all relevant parties in order to facilitate the bookings and developing policies or guidelines for relevant uses.
5. Demonstrating technical/staging techniques and processes to students during the course as appropriate.
6. Leading the development of staff technical skills through in-house training
7. To be responsible for all Health & Safety matters that relate to the performance spaces and the technical provision (including Risk Assessment, Working at Height, event management, COSHH and PAT Testing). Keeping documentation and developing policies or guidelines when applicable. To be a member of the Safety Committee.
8. Maintaining equipment and facilities to ensure that they are always clean/fit/available for staff/student use and comply with H & S requirements

9. Setting up classroom areas particularly where a lesson focuses on technical support.
10. Stock-keeping, procurement, ordering materials/equipment, including checking deliveries and managing Theatre Budget.
11. Organisation, maintenance and procurement of costumes, stage furniture, pieces of scenery and props.
12. Helping staff to set up and supervise the intensive rehearsal periods during the year, in particular plotting lighting and assisting with technical rehearsals.
13. Setting up and striking raked seating and dance floor for lessons, performances, examinations and events. Overseeing the construction and/or movement of all set and theatrical staging.
14. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
15. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
16. To keep up to date with all relevant industry and H&S related concerns, attending as required training courses in role related subjects, including First Aid and H&S matters.
17. Any other duties reasonably required by the Head of Faculty and Principal

Head of Subject  
November 2023

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### **Essential Requirements**

- To be able to rig, plot, focus, program and operate stage lighting
- To be able to source, record, create and operate sound fx, projection and music for stage productions
- To have experience and interest in lighting design
- To have a theatrical background and understanding of performance requirements
- To have experience in lighting and sound operation within a performance environment
- To be able to work evenings for performances (approx. 10 per year)
- To have demonstrable willingness to work flexibly: to accept a variety of tasks, and to be willing to work hours within agreed periods of the day according to demand. Also able to work occasional evenings for the wider college as required e.g. Open Evenings, for which time off in lieu will be given
- To have demonstrable ability to work in situations without direct supervision and to identify tasks requiring attention
- To be prepared to cover for other Instructors/Technicians as appropriate
- To be able to work as a team member
- To be committed to student progress
- To display a commitment to the protection and safeguarding of children and vulnerable adults
- To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not

### **Desirable Requirements**

- To be able to edit recorded performance footage
- Previous qualification in a performance subject
- A creative and enthusiastic approach to both theatre and education
- Previous experience as a technician in a professional theatre environment
- Previous experience working with young people
- A First Aid qualification

### **Terms and Conditions**

This is a full-time post (37 hours a week) and full year. Considerable flexibility is required in that there is some evening work to support departmental and cross College events (and occasional weekend work), for which time off in lieu will be taken during College holidays.

Salary is on the Support Staff Scale in the range points 26 – 30 which is currently £26,097 - £29,346 per annum. Annual leave of 27 days per annum plus bank holidays (rising with service). Membership of the Local Government Pension Scheme.

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