

Job Description for Theatre Manager

The Theatre Manager role is varied and includes running or supporting all events that happen in drama spaces as well as any drama event that happens across campus.

The Theatre Manager is responsible to the Director of Drama with respect to academic Drama, Theatre Studies and co-curricular theatre productions. For day-to-day operation of the theatre spaces, the Theatre Manager is responsible to the Director of Drama and Deputy Bursar, and for other duties, including those relating to Health and Safety; the Theatre Manager is responsible to the Deputy Bursar.

The **theatre spaces** include all the formal drama spaces at Cranleigh School and Cranleigh Prep School, and such other areas that may be used for events or productions from time to time.

The school is willing to invest in CPD and provide training when required to fulfil a requirement of a future production.

Duties

1. To operate, support and/or supervise technical aspects of school productions, events or outside hires including:
 - a. Lighting – This should involve a high level of knowledge about generic, LED & moving lights, EOS control systems.
 - b. Sound – A good level of QLab programming is required
 - c. Rigging & working at height including powered access
 - d. Audio Visual/Video
 - e. Staging and Scenery
 - f. Stage Management
2. To support academic staff in Drama/Theatre Studies lessons and assessed practical work.
3. To teach relevant technical and design related skills to Drama and Theatre Studies students when required.
4. To maintain the school's stocks of Theatre technical equipment and keep an inventory of said equipment.
5. To assist the Assistant Head (Co-curricular) and Director of Drama with the planning of the following term's Calendars with reference to the theatre spaces and run an annual planner for these purposes.
6. To work with Cranleigh Enterprises with the booking & execution of external hires of the theatre spaces.
7. To assist in external hires, and monitor the use of the Theatre's equipment to outside users.
8. To production manage major events taking place in drama spaces, including the co-ordination of external specialists where necessary. These include plays, musicals, classical & contemporary music events, lectures, assemblies & conferences.
9. To support the activities of the Technical Theatre pupil activity groups, in particular supervising all aspects of technical and health and safety training.
10. To manage the Theatre's technical budget both for daily operations and for specific productions.
11. To provide appropriate technical assistance for outside productions and members of their companies.

12. To be Stage Manager/Duty Technician for performances.
13. To comply with the School's Health and Safety policies and procedures and ensure that any external contractor complies with their duties and has undertaken the necessary safeguarding checks.
14. To regularly update the Drama and Technical Theatre Code of Practise which includes:
 - a. Manage Risk Assessment (RA) of relevant activity in the theatre spaces, (including productions, rehearsals and technical work) and share these findings with the Deputy Bursar and Director of Drama;
 - b. Manage Method Statements in line with good working practice;
 - c. Manage the Fire RA for theatre spaces;
 - d. Manage Manual Handling RA for theatre spaces;
 - e. Manage inspection and testing of lifting equipment in theatre spaces;
 - f. Manage inspection and testing of access equipment in theatre spaces;
 - g. Manage COSHH assessments for theatre spaces;
 - h. Liaise with the Works Manager in order that he can arrange portable appliance testing for theatre equipment.
15. Any other tasks reasonably requested by the Director of Drama or Deputy Bursar.

Working Period

This is a full-time, term time only post with approximately six additional weeks carried out in school holidays as necessary and agreed to support School or external events. Working hours are varied during and involve significant amount of out of hours and weekend working.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a Disclosure and Barring Service check.