



# Every colleague every career



## Technical Event Support Technician

Required from July/August 2025

# Ardingly College

Ardingly College is an award-winning co-educational day and boarding school offering an outstanding all-through education to over a thousand children in a beautiful 240 acre campus in West Sussex, with excellent transport links locally, to London and across the South-East.

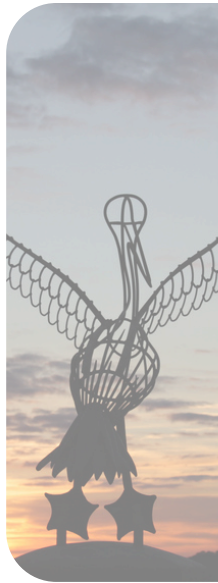
Ardingly College Prep School has over 200 pupils from Reception to Year 6, as well as a thriving Nursery. Reception to Year 3 pupils are based in the Farmhouse, and Years 4 to 6 on the main school site in School House. The Senior School has around 850 students aged from 11-18, well over 300 of whom are boarders.

Academic results are high. The College has been in the top 10 schools in the UK for the IB Diploma for nine out of the past ten years and is regularly in the Top 50 schools in the UK for A Levels, according to The Sunday Times. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week's 'Best Preparation for Life' award and the Independent School of the Year Award for Student Careers.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided by our House staff, our Mental Health Lead, team of School Counsellors and the medical staff at our 24/7 Health & Wellbeing Centre. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding – with their 'home from home' at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College became the first school in the UK to be awarded a "significant strength" in boarding, which is the highest accolade available under the new Inspection Regime.

## Other Strategic Projects

Ardingly's Family of Schools also includes a school in China and one in Kazakhstan, with other international schools in the pipeline. The College also recently acquired the rights to the Activity Centre, which operates all watersports on the Ardingly Reservoir, which adjoins the College campus.





## The Role

This role will involve working as part of the Technical Event Support Team to assist in all technical aspects of events at Ardingly College. Working with the Theatre and Technical Events Manager to produce high quality production values and maintain event venues/equipment for Lighting, Sound and Video.

Across the Senior and Prep School there are several performances throughout the school year, encompassing everything from large-scale musicals to intimate studio plays. The technician will work to support the work of the performing arts on events such as rehearsals, recordings, concerts, musicals, orchestral set-up recitals, talks, screenings, chapel-wide services and assemblies across the venue's various spaces, as well as more general College wide support for open days, marketing events and other ad hoc events. This position offers the opportunity to engage in a collaborative, enriching environment, ideal for those who enjoy a varied and dynamic workload.

This is a full-time, year-round role. Reporting to the Theatre and Technical Events Manager



## Duties and Responsibilities

### General

- Support the Theatre and Technical Event Manager to assist staff and students in technical applications across all sectors of the school
- To provide support to the Technical Events team in Sound/Lighting design, operation, and management of Sound/Lighting fixtures & Installations
- To assist the Technical Event Manager on, but not limited to, sound, lighting and video related events
- Support students and staff in the correct operation and use of Theatre & Event lighting and sound and vision equipment
- Rig, operate and design lighting & sound systems for performances and events, offering ideas and suggestions as appropriate
- Assist in the construction of set & prop elements & design
- Assist the Theatre and Technical Event Manager with stock management, maintenance and security
- Head up, with the Theatre and Technical Event Manager, all livestreaming, filming for livestreaming and editing for livestream productions
- Support students in their study of technical production
- Manage large scale productions including budgeting, production management, design, stage management, scenic builds
- Assist the Theater and Technical Event Manager in the implementation of Health and safety procedures & venue infrastructure processes
- Be willing to provide technical support to external events & APL clients
- Work flexibly in order to support the Technical Event Support Team
- Undertake any other duties which the Theatre and Technical Event Manager/or Assistant Head: Co-Curricular and Partnerships may reasonably request from time to time
- To perform equipment repairs and annual routine maintenance
- To prepare multimedia for events & productions, be aware of techniques used in digital film production, livestreaming and video editing

## Person Specification

	Essential	Desirable
<b>Experience and Knowledge</b>	<p>Professional theatre experience in sound/ lighting</p> <p>Minimum 3-5 Years' Experience</p> <p>Experience and knowledge of digital mixing desks, ETC/Zero88 lighting desks, DAW, DMX and CAT 5 Protocols, Sound reinforcement systems in all aspects such as design, rigging and operation</p> <p>Up to date on industry standards and regulations</p> <p>Basic understanding of all other theatrical/event departments such as lighting, scenic, and production management.</p>	<p>Experience with livestreaming, video editing, content creation.</p> <p>Understanding of AV/Comms for shows and events.</p>
<b>Qualifications</b>	Educated to A level or equivalent with reference to technical theatre.	Relevant Sound, Technical Theatre and/or Theatre Design degree.
<b>Skills</b>	Excellent organisational, communication and time management skills.	
<b>Personal and Professional</b>	<p>Flexible approach to working hours.</p> <p>Pleasant and helpful manner, with good interpersonal skills.</p> <p>Ability to work under pressure.</p>	

## Person Specification

	Essential	Desirable
<b>Personal and Professional</b>	Ability to use own initiative. Effective communication skills with staff and students. Enthusiastic and willing to learn.	

## Remuneration and Benefits

Ardingly College looks after the welfare and professional development of all staff and enables them to live and work with a strong sense of purpose and satisfaction. The College provides a collegiate, supportive and stimulating environment in which to work. A generous remission for staff children is available at the College, subject to a place being available and meeting the entry requirements.

**Hours of Work:** This is a full-time, year-round role. The basic hours are 40 hours per week, falling between Monday to Sunday on a rota system, all year round and will include evenings and weekends as needed. Flexibility in these working hours will be required to meet the demands of the role during peak times.

**Rate of Pay:** £26,208 per annum

**Holidays:** 25 Days per annum. 5 days must be taken during the College's Christmas closure. Hot or cold lunch available from the staff dining room, or a grab-and-go option. Staff also have access to a range of additional benefits such as gym membership, staff swimming, other sports and wellbeing activities and various social events.

The total remuneration offered represents a salary, pension & benefits package that reflects the substantial contribution made by staff towards the success of the College.

## Application Process

Applications should be made via our on-line recruitment system at [www.ardingly.com/staff-recruitment/vacancies](http://www.ardingly.com/staff-recruitment/vacancies) and should include a covering letter or personal statement outlining the applicant's suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant's current line manager/employer.

Any questions regarding the role should be sent through to [hr@ardingly.com](mailto:hr@ardingly.com)

Ardingly College is committed to ensuring the welfare of our students and appropriate checks will be made before the appointment is finalised.

The closing date for applications is **Tuesday 15<sup>th</sup> July (12pm)** applications will be considered upon receipt and the College reserves the right to close the advert early. Interviews are expected to take place the following week.