



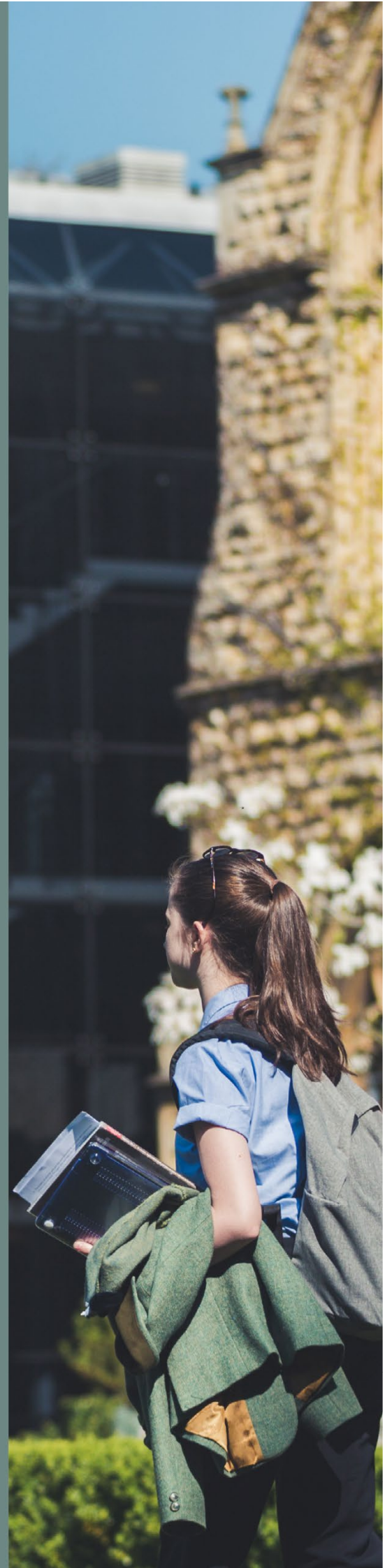
CHEL TENHAM  
LADIES'  
COLLEGE

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## SENIOR EVENTS AND THEATRE TECHNICIAN

Start date negotiable

VACANCY INFORMATION





## INTRODUCTION

Thank you for your interest in a position at Cheltenham Ladies' College. In this booklet you will find details about the job, department, salary, terms and benefits that would apply to you in this role. If you would like to know more about College, please visit our website [www.cheltladiescollege.org](http://www.cheltladiescollege.org)

If you have any questions, please contact the HR Department on 01242 707308 or by email on [HRAdmin@cheltladiescollege.org](mailto:HRAdmin@cheltladiescollege.org). The HR Department is open from 8.00am to 5.00pm, Monday to Friday.

We look forward to receiving your application in due course.

**Closing date of application is Monday 1 September 2025, 12pm.**

**Interviews will be held w/c 8 September 2025.**

Applications will be considered as they are received and College reserves the right to appoint at any time in the process.

## THE VACANCY

As a member of the support staff you will be part of a large and friendly community of professionals who support our pupils' education and experience. We employ approximately 700 staff which means you'll be joining a significant team that underpins the success of College. Cheltenham Ladies' College is looking for a customer focused and highly technical individual to join the Technical Theatre team.

Working collaboratively with the Venues Manager, with a line report to the Commercial Events Manager, this role has responsibility for ensuring the safe and efficient technical delivery of both internal and external events held in College and assumes a hands-on role in the day to day upkeep and maintenance of the venues.

### Key Information:

- **Salary:** up to £31,363 per annum. Starting salary dependent on skills, knowledge and experience.
- **Hours of work:** 40 hours per week. Some evening and weekend work will be required for which time off in lieu will be given.





## DEPARTMENT DETAILS

The Technical Theatre Department is a small, friendly technical support department, which provides advice, support, operational installations and strategic planning for all users of the College. We support all items of technical theatre equipment, including its design, operation and maintenance.

The Technical Theatre facilities at Cheltenham Ladies' College are modern and housed in three spaces: The Parabola Arts Centre, a Grade II listed building with outstanding facilities. The state-of-the-art theatre boasts a capacity of 325 across two levels, while also offering rehearsal spaces, three dressing rooms, five breakout rooms and a dance studio; The Princess Hall, one of the largest venues in Cheltenham, is beautifully striking with its pitch pine woodwork in dramatic Gothic style and can hold over 800 guests; The Theatre Studio, a small black box experimental drama space.

We are a key strategic department that underpins all areas of work at College by providing the infrastructure, technical tools and the support required for 'performance' events. We embrace new technology and change, with the increased use of digital technology and infrastructure, LED and moving head lanterns, and CAD systems. We support the whole College community, which includes pupils, staff, parents, guild members, and those that use our buildings for commercial events.

As a team, it is important that we provide friendly and professional support. Customer service skills are as essential to this as are a good knowledge of the technical aspects of the job. The Technical Theatre team have a good reputation for dealing with problems.

As a general rule, day-to-day activity during term-time (34 weeks) can be very busy with a large number of different support tasks, which will include you supporting the Drama and IB curriculum, College Theatrical Productions, Open Days, Prayers and Public Events. During school holidays, the Technical Theatre team is mainly involved in project work, which includes maintenance of the technical theatre equipment, assisting the Commercial department and organisation of technical storage spaces.



## JOB DESCRIPTION

Line Manager: Venues Manager

### Objective:

Working collaboratively with the Venues Manager, with a line report to the Commercial Events Manager, this role has responsibility for ensuring the safe and efficient technical delivery of both internal and external events held in College and assumes a hands-on role in the day to day upkeep and maintenance of the venues.

The Senior Technician will help identify service improvements, shape our AV standards and have delegated responsibility for the day-to-day supervision of the Technical Theatre team. This role is responsible for providing AV support to Commercial events both out of and during term time and requires a highly organised individual.

## MAIN DUTIES AND RESPONSIBILITIES

### General:

- Prepare, install, operate, programme and maintain sound and AV equipment for both College and Commercial productions and events in the Parabola Arts Centre, Princess Hall, Theatre Studio and other venues as appropriate
- Work with the Heads of Drama, Dance and Director of Music on design and technical requirements for College productions, concerts, recordings and events, actively contributing to the creative process as appropriate

- Work closely with the Commercial Events Manager and Commercial clients to ascertain technical needs and manage expectations for external hires
- Demonstrate exceptional customer service to both internal and external clients
- Day to day supervision of the Technical Theatre team, providing technical training as required and overseeing the fulfilment of daily, weekly and monthly tasks
- Work with the Venue Manager to keep the department in good shape
- Work with College's IT department to maintain systems within the Parabola Arts Centre and Princess Hall and work closely with them on live streaming and video conferencing events
- Plan and deliver 'Tech Club' to students after school on a weekly basis during term time to provide them with the skills necessary to enable them to participate in drama productions
- Troubleshoot technical challenges, providing effective solutions and managing customer expectations
- Carry out other technical duties or special projects as reasonably required by the Venues Manager to ensure the smooth running of the department
- Act as an ambassador for Cheltenham Ladies' College and maintain a professional appearance and manner
- Support accessibility for all





#### Communication and Administration:

- Be the main point of contact for technical matters for all stakeholders, responding to Helpdesk requests and following up as necessary
- Ensure detailed records are maintained for events and equipment, and information is archived as appropriate
- Leading by example, ensure the team uses best practice to obtain and record event information
- Contribute to the appraisals of the Technical Theatre team
- Disseminate information to the Technical Theatre team

#### Equipment Maintenance:

- Carry out regular equipment maintenance and test technical systems in-line with safety requirements
- Ensure all equipment is maintained to a high standard and organise repairs as required
- Keep the asset register up-to-date and record all equipment faults
- Ensure the work basement and associated areas are kept clean and well-organised in-line with Health & Safety requirements

#### Commercial Events:

- Provide full AV support to Commercial events both out of and during term time
- Meet regularly with the Commercial Events Manager to stay abreast of forthcoming Commercial events
- Liaise directly with clients to ascertain their technical requirements, and provide a high standard of customer service

- Use software and systems bespoke to the Commercial Department to ensure information is recorded and communicated clearly and accurately
- Ensure hirers abide by the Health and Safety requirements of the department (e.g. providing method statements, PAT testing certificates, etc)
- Manage the technical transition of the venues between College and Commercial use, ensuring each space is left ready for the next event or production, or day to day use
- Liaise with zero hours technical staff on event requirements
- Undertaken any other duties as deemed necessary at external events

#### Drama Department:

- Provide lighting and/or sound for all College drama productions in collaboration with the wider Technical Theatre team
- Work closely with the Directors as part of the design process to facilitate the creation and construction of sets
- Attend weekend or after school technical rehearsals as required
- Attend and actively participate in regular production meetings
- Produce detailed lighting plans, cue sheets etc. for College productions
- Ensure show files and any relevant records are archived after each production
- Support examination practicals, working closely with students to realise their creative vision
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#### Finance:

- Comply with College's financial policies and procedures and work with the Venues Manager and Head of Drama to maintain budgets and resources accordingly.

#### Health & Safety:

- Work closely with the Venues Manager and Colleges' Health & Safety Department to maintain a safe working environment.
- Ensure method statements or safe systems of work are implemented and that appropriate training has been completed.
- Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
- In collaboration with the Venues Manager, review and update risk assessments pertaining to the department, its venues and technical areas of work.

#### General Responsibilities:

- Adhere to and implement the guidelines, procedures and policies of the College as detailed in the staff policies.
- Complete all mandatory training and e-learning and engage with ongoing professional development.
- Play a role in the life of College and work across departments to develop a positive and engaged organisational culture.
- Be aware of, and comply with, rules and legislation pertaining to data security, and

GDPR, at work and abide by the procedures set out in the Data Protection Policy.

- All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern





## PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that you will have and can demonstrate:

E = Essential  
D = Desirable

### TECHNICAL KNOWLEDGE, UNDERSTANDING AND EXPERIENCE

- Experience and thorough understanding of QLAB or similar E
- Knowledge and experience of working on ETC ion lighting desk or similar
- Experience of rigging, patching and controlling generic and intelligent lighting fixtures
- Understanding and setting up DMX universes, to include soft and hard patching
- Understanding how to set up, patch and operate audio equipment
- Setting up, patching and operating microphones and audio devices
- Ability to understand/create lighting plots, sound design & scale stage plans and to confidently implement plans efficiently
- Understanding/experience of safe weight loads for rigging on stage
- In-depth knowledge of relevant health and safety legislation.
- Have experience of using AMX systems D

### USING INITIATIVE

- Experience of taking responsibility for own actions and making decisions without referring to others.
- Able to remain calm and self-controlled under pressure
- Ability to problem solve during a live production calmly and effectively

### COMMUNICATION

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience

### SPECIAL CONDITIONS

- Able to lift theatre lanterns and to assist with moving large set pieces
- Must be flexible and able to cover emergencies (illness etc.)

Committed to the safeguarding of children.





## BENEFITS OF WORKING AT CLC

**PENSION SCHEME:** College currently offer a contributory pension scheme through Legal and General with 7.5% employer / 5% employee contributions.

**WELLBEING: Membership of our Health & Fitness Centre** is available at minimal cost for yourself and at a reduced rate for your family. Facilities include a pool, fitness suite, sports hall and tennis courts. Yoga and Pilates **exercise classes** are available after work and at lunchtime at no cost.

**SUSTAINABLE TRANSPORT:** Cycle to work scheme – providing a tax-free salary sacrifice scheme. Subsidised electric vehicle charging (limited – booking required).

**HEALTH CASH PLAN:** Company funded health cash plan – Level 1 which includes access to a free and confidential counselling service.

**PROFESSIONAL DEVELOPMENT:** College supports continuous professional development

**SUBSIDISED RESTAURANT:** Use of a subsidised restaurant. Other refreshments are available at no cost.

**LIBRARY:** College has two libraries and all staff become a full borrowing member on joining

**EVENTS:** Access to College and other sponsored events.

## SAFEGUARDING

You will be required to become familiar with College's Safeguarding (Child Protection) policy, to comply with its requirements and to safeguard and protect the welfare of students. Our safeguarding policy can be accessed [here](#).

All staff are asked to complete mandatory training on KCSIE (Keeping Children Safe in Education), Staff Code of Conduct and other key areas, to read the relevant policies as well as being aware of identity of the Designated Safeguarding Lead & deputies.

All employment offers are made subject to checks in line with the Independent Schools Inspectorate. These include (some of which are dependent upon the role/individual): enhanced DBS including children's barred list check, DfE teaching/management barred list check, on-line searches, overseas criminal record check, evidence of identity and right to work in the UK, satisfactory references, confirmation of medical fitness, evidence of qualifications and a check of previous employment history.





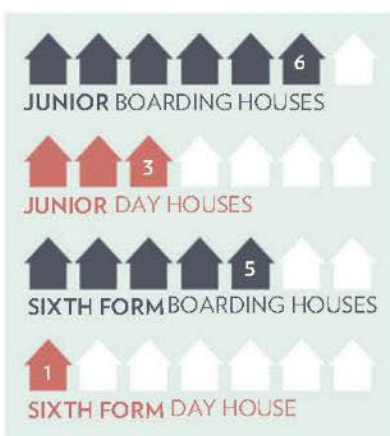
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# SNAPSHOT

836  
GIRLS AT CLC



18  
YEARS OLD



36 ACRES  
THE TOTAL SIZE OF COLLEGE'S  
DISPERSED ESTATE IN THE HEART  
OF CHELTENHAM



CLC OPENED  
ITS DOORS IN  
1854

8,935 MEMBERS  
OF GUILD  
(OUR ALUMNAE  
ASSOCIATION)  
IN EIGHTY COUNTRIES



590+ STUDENTS TO  
THE SUNDAY  
TIMES TOP 10  
UNIVERSITIES WORLDWIDE  
SINCE 2020



100+  
OFFERS FROM OXBRIDGE  
& IVY LEAGUE  
SINCE 2020

212  
MEMBERS OF TEACHING STAFF  
(INCLUDING VISITING TEACHERS)

150 DIFFERENT  
CO-CURRICULAR  
ACTIVITIES



958 SPORTS  
FIXTURES  
IN 2023/24

OVER 100  
EXTERNAL  
SPEAKERS  
PER YEAR



BOOKS IN THE LIBRARIES

OVER 2,200 HOURS  
VOLUNTEERED ANNUALLY AS PART OF  
OUR COMMUNITY LINKS PROGRAMME

1 IN 10  
STUDENTS  
TOOK PART IN A DRAMA  
PRODUCTION IN 2023/24

NEW SOLAR PANELS SAVED  
21.6  
TONNES  
OF CARBON  
DIOXIDE  
EMISSIONS IN  
4 MONTHS



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