



Job Description and Person Specification

Job Title:	Theatre Technician
Reports to:	Head of Theatre
Based at:	TASIS The American School in England, Coldharbour Lane, Thorpe, Surrey, TW20 8TE



Job Summary:

The post-holder will work across our academic year and Summer Program, taking responsibility for all technical areas within the School's theatre and performing arts spaces. Provide appropriate and creative technical production support for the School's performances and activities, with an interest in discovering and nurturing new opportunities.

Working across multiple teams to support the delivery of a number of artistic, academic activities, the post-holder will work closely with a dedicated and creative team of fellow professionals and will work on a day-to-day basis with the teaching staff, in productions with the Head of Theatre. The successful candidate will be expected to manage their own time to complete the duties required, working flexible hours within a 35-hour week, including evenings and weekends. A high level of commitment is expected, particularly in the weeks leading up to a major production. There will be a higher level of additional hours during busy periods.

**Physical Space:**

TASIS has three performance spaces. The 350-seat Fleming Theatre, a black box Barn Studio (with light rigging), and a small Dance Studio. These spaces also include a workshop, light and projection booth, backstage area, green room, costume/prop loft, and a variety of storage spaces.

The spaces are in constant demand throughout the year. Events include musicals, concerts, plays, presentations, visiting artist events, and weekly meetings that require technical support.

Primary Responsibilities:

- To support the day-to-day running of the School's Theatre and Performing Arts facilities;
- To liaise with the director of any given production and to provide production costume ideas/designs/plans for all theatrical productions and class scene work. Assist with set building, spearhead props, and advise and support lighting design;
- Provide support and supervision for students undertaking technical/performance-support modules and in consultation with the Theatre teachers, create and team-teach appropriate lighting, costume, and/or set design modules;
- Assist as required with all supporting aspects of school productions, Theatre classes, and exam performances, and other school events in the Theatre and beyond;
- Liaise with the director/teacher throughout the play production process and spearhead set dressing;
- Ensure 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;
- Organising materials and equipment needed for lessons, such as performance lighting, sound systems, craft materials, and some basic first-line IT/AV support in the classroom;
- Provide first-line maintenance support, including safety checks, for all technical equipment, machinery, furniture, fixtures, and fittings within the department. When necessary, and with the express consent of the Theatre/Production Manager, contact and liaise with the School's Maintenance Department or arrange external suppliers/contractors for repairs and maintenance;
- Model craftsmanship and understanding of all aspects of costume in support of productions and of students' academic projects;



- Maintain the costume collection;
- Source materials/costume pieces as required;
- Attend rehearsals/classes to understand costume requirements, assist with fitting and adjusting of costumes as needed, in and around the school day as required;
- Process all costumes - post production - ensuring that they are cleaned/washed, repaired, and returned to the costume store;
- Provide opportunities for hands-on learning for students who express a more specific interest in costume design/creation and/or technical elements of theatre;
- Liaise with members of other departments for (specialist only) costume resources or technical needs for other classes and projects;
- To liaise with the Head of Theatre to plan and support a routine maintenance schedule of all Performing Arts equipment, including regular Portable Appliance Testing;
- Monitor, maintain, order, and obtain stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed;
- Work within set budgets;
- Maintain awareness of developments within technical theatre or costume construction and undertake training as deemed necessary;
- In conjunction with the Head of Theatre, ensure external hires are fully briefed on the safe use of the theatres/performance spaces and provide technical assistance if needed;
- Ensure all Health and Safety policy requirements are met for daily use of the performance spaces and communicating concerns to the Head of Theatre and other faculty and staff of TASIS, England as appropriate;
- Adhere to child protection policies and procedures; and
- Be aware of theatre security for equipment, building, staff, and students, and how this can be maintained.

Administrative Responsibilities:

- Maintain and keep an inventory of all equipment and other technical resources in the Theatre department, ensuring faculty/staff and students can utilise the equipment when required;
- Compile and maintain all necessary Risk Assessments for rooms, venues, activities, events, and productions;
- Assist with the booking system for theatre spaces and oversee the use of equipment, with full responsibility for the PA (fun Hut) System; and
- Assist with documenting invoices.



Safeguarding Responsibilities:

- To know the identity of the School's Designated Safeguarding Lead and Deputy;
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure;
- Be aware of the School's Safeguarding Policy and to follow its requirements;
- Attend training relating to Safeguarding of Children;
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued;
- Create safe and secure learning environments.

The School is fully committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.



Person Specification:

Qualifications/Professional Bodies

Essential:	Desirable:
Relevant technical qualification in theatre production, stagecraft, or a related field (BTEC, HND or equivalent)	Membership of a recognised professional body (Association of British Theatre Technicians)
Evidence of training in the safe use of lighting, sound, rigging, and basic stage makeup	First Aid at Work certification
Awareness of current Health & Safety legislation and safe working practices	Training or certification in theatrical makeup or hair design for performance

Experience

Essential:	Desirable:
A minimum of two years' experience in a theatre, performing arts centre, or similar environment	Experience with set construction, dressing, and stage management
Proven experience operating and maintaining lighting, sound, and rigging equipment for live performances	Previous experience working in an educational or school environment
At least two years' experience with set design and construction	Ability to work with wigs and hairstyles
Ability to support performers with basic stage makeup and hair requirements	Experience of working backstage and behind the scenes in preparation for and during performances (minimum of 2 years' experience)
Proven ability to work to deadlines in a live event setting	Experience in designing or leading makeup for productions (including special effects makeup)
	Experience with costume design and maintenance of costumes

Skills/Knowledge

Essential:	Desirable:
Proficiency in operating lighting and sound systems (e.g., ETC, Strand, or similar lighting desks; digital sound consoles)	Ability to carry out basic maintenance and repairs of theatre equipment
Knowledge of rigging and flying equipment, and safe load handling	Knowledge of projection and AV equipment
Strong understanding of Health & Safety protocols, including risk assessments	Familiarity with computer-aided design (CAD) software for lighting plots and stage layouts
Excellent planning skills	Awareness of current trends in technical theatre and live event technology
Willingness to work independently and accept responsibility within the Theatre Dept., as and when required	Awareness of current trends in technical theatre, makeup, and live event technology
Ability to apply and maintain stage makeup and assist performers where required	
Ability to meet deadlines and show good attention to detail	



Personal Attributes

Essential:	Desirable:
Embraces the TASIS England Mission	A creative and proactive approach to problem-solving
Ability to build a positive rapport with students and manage them firmly, fairly, and effectively	Willingness to learn new skills/techniques and apply them to your work
Ability to work as a team member and to form good working relationships with colleagues, and to work collaboratively	
Ability to work calmly under pressure and adapt to changing requirements	
Good sense of humour	
Strong organisational and time management skills, and a good communicator	
Adaptable and creative with a proven ability to motivate students and colleagues	
Self-motivated, demonstrating initiative	
Proactive and flexible in approach to work	
Supportive of school policies, procedures, rules, and regulations	
Committed to safeguarding children and young people	
Commitment to maintaining a safe working environment for staff, students, and performers	
Committed to supporting a diverse, equitable, and inclusive educational and working environment	