



CHARTERHOUSE



# Theatre Technician Job Description

## Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink that reads "Alex Peterken". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr Alex Peterken  
Head



## About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE  
CHARTERHOUSE  
RESPONSIBILITY  
MORAL COURAGE  
OPEN-MINDEDNESS  
KINDNESS

## Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

## Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme (currently a choice of GPPP and TPS)
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by + Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL  
TRAINING AWARD  
2023

'Crackling with dynamism, this is a place  
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023

## Theatre Technician

We are seeking an outstanding Theatre Technician (TT) to aid in the technical workings of a very busy and vibrant Performing Arts Department, here at Charterhouse.

We are particularly interested in industry professionals, preferably Technical Theatre/Stage Management trained at Drama School, who are perhaps looking to diversify into education.

The candidate must be competent and skilled in all technical areas of Theatre.

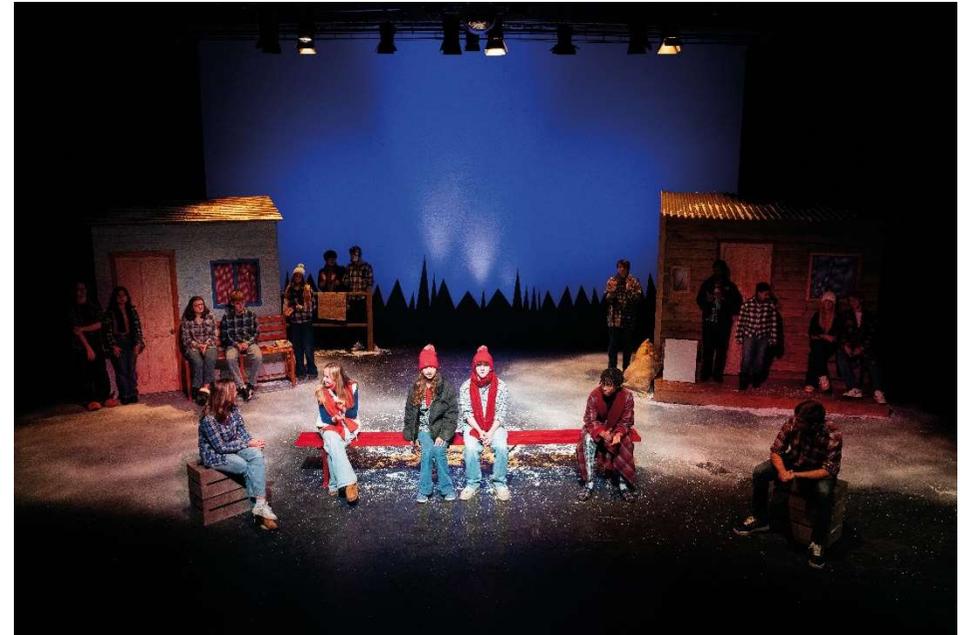
We expect that they should be qualified, committed, energetic, confident, charismatic, empathetic, kind, and inspiring to our students and with excellent team skills.

## Performing Arts at Charterhouse

Charterhouse has developed a dynamic and hugely ambitious programme in Performing Arts, under our Director of Performing Arts and a dedicated team of staff, and within our newly refurbished, well-appointed, on-site theatre complex, the Ben Travers Theatre.

We aim to produce 7 public productions of varying genres in the academic year, including two large scale musicals, a Dance production, several plays, Drama presentations and projects that engage the community beyond the school gates.

The candidates' remit would include helping the theatre's Technical Manager with all requirements off stage – with set builds and carpentry amongst many other duties and, assisting the Technical Theatre Manager with the administration and maintenance of the Department, ensuring our high standards are continually met.



## Overall Purpose and Responsibilities

Responsible to: Director of Performing Arts

Responsible for: No direct reports

The TT will support the Performing Arts Department by offering the following skills and many more:

- Rigging lights/sound
- Programming and operating lights/sound
- Preferably Drama School trained but not essential.
- Capable of running student tech clubs and technical rehearsals
- Building sets/woodwork/carpentry
- Knowledge of QLAB and ETC

- Drawing set to scale designs
- Working at height (desirable but not essential IPAF 1a & 3a)
- Stage management duties (spiking/prompt scripts, rehearsal mark ups, props)
- Technical support on Open Days and External events and on occasion at external venues
- Willing to work unsociable hours
- Accomplished in maintenance of cables, lights and sound equipment
- Assisting Theatre Technical Manager with all aspects of Administration, competent computer skills are therefore needed.
- A keenness to be a key part of a growing and energetic Department.
- A willingness to assist in academic lessons when needed.
- Entering fully into the Performing Arts life of the school which will include attending performances, both internal and external, being involved with Community projects, helping nurture and broaden Performing Arts interest and participation within the school.

## Pastoral Duties

- To encourage the pupils by supporting and enabling their activities.
- To undertake duties in line with the appropriate rota (bearing in mind the need for flexibility).
- To help with House and School events which may include induction, trips, pupil recruitment/ Admissions, House of the Week team, pupil development, and team building.
- Communicate House-related matters appropriately to Head of House, Deputy Head (Pastoral) or other relevant member of the Leadership team.

## Person Specification

The TT will be able to offer practical Theatre skills, entering fully into the technical aspect of the Department whether it be building, rigging, operating, teaching, programming, mentoring or supporting other department staff.

The TT will also assist in administrative duties.

The TT will be a trained and highly skilled Technician but will also bring their own personality, specialist skills and interests to a varied, ambitious and dynamic department.



## Desirable Personal Competencies, Skill, AND Qualifications

- Committed to developing and instilling excellence, commitment and enthusiasm in young students.
- Ability to engage, inspire and motivate young people.
- Motivated and self-driven to develop themselves in their chosen career.
- A strong team player, capable of integrating their own ideas with those in the broader organisational environment.
- Capable of planning and delivering against identified goals.
- A self-starter capable of creating new ideas and implementing them.
- Committed to equality and diversity.
- Willing to work flexibly in support of the Performing Arts Department and, on occasion, other departments.
- Able to present a welcoming, friendly, and enthusiastic demeanour to all visitors to the Theatre, School and Boarding House.
- To display high levels of energy, enthusiasm, commitment, and reliability.
- Able to build strong, yet professional, relationships with pupils, parents and other colleagues.
- Possess good, positive behaviour and management skills.

## Terms

This is a full-time position. The anticipated start date is 1<sup>st</sup> August 2026.

Salary: £28,000 per annum

### Hours of Work

This is a year-round, full time position; the post-holder will work at the School and at such other places as may be reasonable required. The Employee shall work hours as agreed by the Director of Performing Arts, in conjunction with

the Theatre Technical Manager and within the contractually agreed hours. Hours will be flexible to take account of evening and weekend performances.



## Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

The closing date for applications is 9am on Friday 13<sup>th</sup> March 2026.  
Interviews are expected to take place on Thursday 19<sup>th</sup> and Friday 20<sup>th</sup> March 2026.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

[Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Dean Chisnall (Director of Performing Arts) would be very happy to talk with you. Please contact him by email ([deanchisnall@charterhouse.org.uk](mailto:deanchisnall@charterhouse.org.uk)) to arrange a mutually convenient time.



*No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position*

# The Charterhouse Campus



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