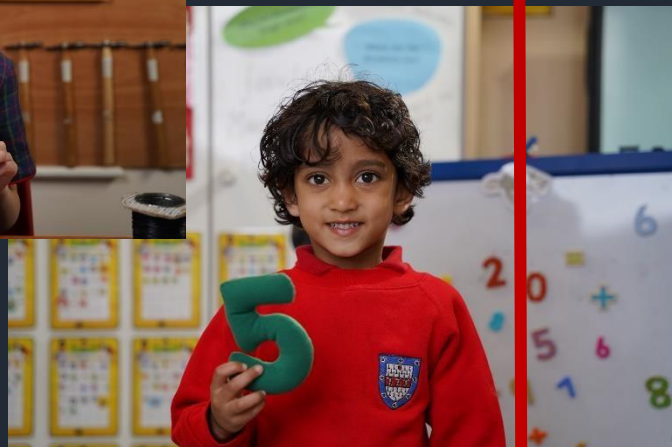




WOODBIDGE
SCHOOL

Work With Us Theatre Technician

Application Pack



Theatre Technician

Seckford Theatre

Annualised Hours Contract – 1,950 per year
Working Pattern on a Rota Basis
Salary: £25,382 - £27,246 per annum.

We have an excellent opportunity for an enthusiastic, creative and motivated Theatre Technician to join our friendly and successful Theatre Department at Seckford Theatre, providing technical support to our external hires and school productions. You will be responsible for assisting with all technical aspects of production including the set up and operation of staging, lighting, sound and audio/visual equipment. While also supporting and contributing to the wider requirements of School Productions, including assisting with design, construction and/or sourcing of set and props.

You will have extensive knowledge and experience of all technical aspects required for the role. Ideally, you will also have some experience and aptitude for basic scene building and prop making.

Working Hours

Due to the nature of the role and working theatre, the hours of this role will be worked flexibility across each week to meet the demands of the School and Theatre productions. This role includes working some evenings and weekends on a Rota with the other Theatre Department staff. The annualized hours of 1950 is based on an average working hours of 37.5 per week.

To apply for this role, please click on the link below and complete the application form. Please state on your application which shift you are applying for. A CV and covering letter alone will not suffice.

For more information about the School and this opportunity and to download our application form to apply, please visit: <https://www.woodbridgeschool.org.uk/about/vacancies/> and [About Us - Seckford Theatre](#).

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Closing date: Wednesday 28 May 2025
Interview: W/C 2 June 2025

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.



Job Description

Job Title Theatre Technician	
Reporting to Theatre Manager	Department Theatre

Job Summary
<p>To provide excellent technical support to all uses of The Seckford Theatre including, external hires, school events and maintenance.</p> <p>To provide support and contribute to the wider requirements of school productions such as helping with design, construction and/or sourcing of set and props.</p>
<p>Key responsibilities</p> <ul style="list-style-type: none">• Deliver an exceptional service to all external hires, School Drama Productions and School events.• To be Duty Manager or Theatre Technician for external and school-based events.• To operate and/or supervise the operation and rigging of lighting/sound and AV equipment.• To set up and prepare the theatre for all events to the organiser's specification.• To assist all incoming external events with their get in, running/operating and get out of their events.• Provide support to visiting Technicians and be part of the on-call Rota within the Theatre Department.• Provide effective communication with all incoming event organisers pertaining to their technical requirements.• Responsible for logging all technical information for events in the theatre's central management list.• Responsible for the safety of the theatre building, equipment, personnel and patrons.• Responsible for ensuring all persons using the theatre adhere to all aspects of Health and Safety and check that they have covered everything in their production risk assessment. Reporting any concerns immediately to the Theatre Manager.• To maintain and run the technical aspects of the theatre ensuring all equipment and areas of work are maintained to a high standard and are in line with all Health and Safety guidelines. Responsible areas:<ul style="list-style-type: none">○ Theatre Auditorium; Theatre Technical Equipment Cupboard; Technical Box; All Storage Areas• To manage the hiring out of the Theatre's stock of lighting/sound/AV technical equipment and to keep appropriate records.• To lead the Stage Crew pupil activity, in particular supervising all aspects of technical training.• To assist with any building of set and props and technical preparation for all school productions, both at the Seckford Theatre and Woodbridge Prep, as well as Drama examinations.• To operate and/or supervise the operation of lighting and sound for all school productions, both at the Seckford Theatre and the Woodbridge Prep.• To be Fire Marshal and First Aider for the building.• To adopt a flexible working style to tackle a range of routine maintenance and housekeeping duties in the Theatre.• Any other tasks reasonably requested by the Theatre Manager

Health and Safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

Brand Values

- Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



Person Specification

Knowledge and Experience	E	D
Educated to A Level standard (or equivalent).	✓	
A degree/HND (or equivalent) in a related subject.		✓
A formal qualification in theatre technical support or equivalent.		✓
At least 2 years' experience of theatre technical work.		✓
Skills		
Good knowledge of all aspects of technical theatre	✓	
Experience of leading teams through fit ups, get ins and get outs	✓	
Experience of maintenance, patching, programming and operating lighting, sound, AV and communication systems	✓	
Experience with operating ETC EOS/ION lighting consoles and A&H Avantis digital sound desks	✓	
Good understanding of health and safety and associated regulations in relation to a theatre/technical environment.	✓	
Experience of SCS, QLab, Da Vinci, OBS and Adobe Creative programs		✓
Basic carpentry skills to be able to assist with set building.		✓
Ability to utilize all Microsoft 365 Copilot programs		✓
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	✓	
Personal Qualities		
Excellent organisational skills with the ability to plan and deliver own work within timescales.	✓	
Ability to work flexibly and efficiently as part of a team.	✓	
Ability to troubleshoot across all theatrical technical disciplines and with a proactive and positive attitude to problem solving in all areas.	✓	
Possess enthusiasm for working with and supporting young people in a school setting.	✓	
Enthusiastic, with a positive 'can do' approach.	✓	
Adaptable within a changing environment, able to cope with conflicting demands, deadlines, and interruptions. Able to remain calm and professional under pressure.	✓	
Attention to detail and accuracy.	✓	
Other		
Ability to work evenings and weekends	✓	
Driving License.	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time). If term-time, holiday pay is included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Theatre Technician" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.