



RUGBY SCHOOL



MACREADY
in partnership with  **THEATRE**

THEATRE & PERFORMING ARTS TECHNICIAN RECRUITMENT PACK



Macready Theatre, Rugby

RUGBY SCHOOL DEPARTMENT OF THEATRE & PERFORMING ARTS



Rugby School's Department of Theatre & Performing Arts is housed in the Macready Theatre and offers young actors, theatre makers, dancers and audiences unrivalled opportunities to create, study and see theatre within a professional environment and in one of the world's most renowned public schools. With regular visiting touring theatre, masterclasses, workshops and networking events from industry professionals, actors, agents and directors, as well as offering numerous showcase and full-scale production opportunities throughout the year, there is no better place to pursue a passion for performance than at Rugby. We work closely with neighbouring schools and offer regular opportunities for collaboration across sectors through workshops, performances, masterclasses and talks. We have relationships with RADA and Bloomsbury Festival and Pleasance, Edinburgh where spend time in October and August developing new writing projects with our Young Actors' Company. Recent Visiting Artists, Masterclasses and Workshops include: Waring & McKenna Agents; Gecko; Christopher Haydon; Joanna Riding; Caroline Horton; Curtis Brown Agents; Wildcard; Actors of Dionysus, Birmingham Royal Ballet, Stomp and Motionhouse.



MACREADY THEATRE



The Macready is a 240-seat, fully-equipped receiving venue in the heart of Rugby town offering professional theatre, dance, music, comedy, film and spoken word. It is also the home to Rugby School's Department of Theatre & Performing Arts. The Macready is committed to community engagement offering 1/3 of all its seats to live theatre during school term time for free to local school groups as well as making available, competitively priced world-class live performances on the doorstep for audiences from across Warwickshire and beyond. In addition to the main auditorium, the facility benefits from 2 studio spaces; dance studio; workshop and office spaces; teaching and dressing rooms and a well-stocked bar. For more information, please visit www.macreadytheatre.co.uk

FESTIVAL ON THE CLOSE



The Macready is also the hub for Rugby's annual flagship festival of education and creativity, The Festival on The Close. The festival brings world-class artists to Rugby to perform and workshop with young people from across the region. In 2019, the festival raised £20,000 for Cancer Research UK and welcomed over 2,000 visitors to our headline events including Jason Manford, Showstoppers the Improvised Musical and the cast of Stomp with 150 student stompers. For more information, please visit www.thefestivalontheclose.co.uk

THEATRE & PERFORMING ARTS TECHNICIAN

**MANFORD'S
COMEDY CLUB**



We are looking for an exceptional technical theatre professional to join us for an exciting phase of the development of the Performing Arts at Rugby. As a dedicated technician for the Macready Theatre, the successful candidate will support the Artistic Director in the creation and delivery of a vibrant programme of both student and professional work.

In addition to the theatre's educational and community focus during term time, the Theatre & Performing Arts Technician will also have oversight of our casual technical staff who will assist the Theatre & Performing Arts Technician in the delivery of our public



Macready Theatre Main Auditorium

professional programme where appropriate. Working with visiting companies and artists will also provide the successful candidate with opportunities to develop their own professional practice and build industry connections.

At Macready Theatre, we recognise the positive values of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. For further details of the role, please see the job description below.

JOB DESCRIPTION

Job Title	Performing Arts Technician
Department	Performing Arts/Drama & Theatre Studies
Function	Drama Technician
Reports to (Job Title)	Artistic Director
Location	Macready Theatre

JOB PURPOSE:

To support the delivery of Academic Drama and Theatre Studies courses in all years and to facilitate the co-curricular Performing Arts programme, including the school's festival and other large-scale events, workshops and productions. To work as part of a team, maintaining and helping to develop the resources and equipment in the Macready Theatre and other performance venues across campus.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

The Performing Arts Technician will work under the direct supervision of the Artistic Director and Head of Academic Drama. Duties will include:

- Assisting the Drama and Theatre Staff in the delivery of the curricular and co-curricular activities on time and on budget
- Lighting and sound design and operation, including rigging, focussing and plotting for internal and external productions in the theatre and other performance venues across the campus
- Live Streaming of events and performances, including rigging, sound and video mixing
- Stage Management
- Set design and construction
- Prop design and build
- Preparation of teaching and rehearsal space including sourcing materials and equipment for practical lessons
- Post-production video and audio editing of academic practical work for examination
- Supporting Head of LAMDA in self-tape audition filming and editing
- Training in technical theatre skills through the Technical Theatre Society as well as in other areas of the department's work
- Serving as primary technical support for School theatre productions
- Serving as primary technical contact for external companies visiting the Macready
- Supporting the Theatre Manager in the smooth-running of all external and internal theatre events and providing suitable hand-over to casual and visiting technicians when required

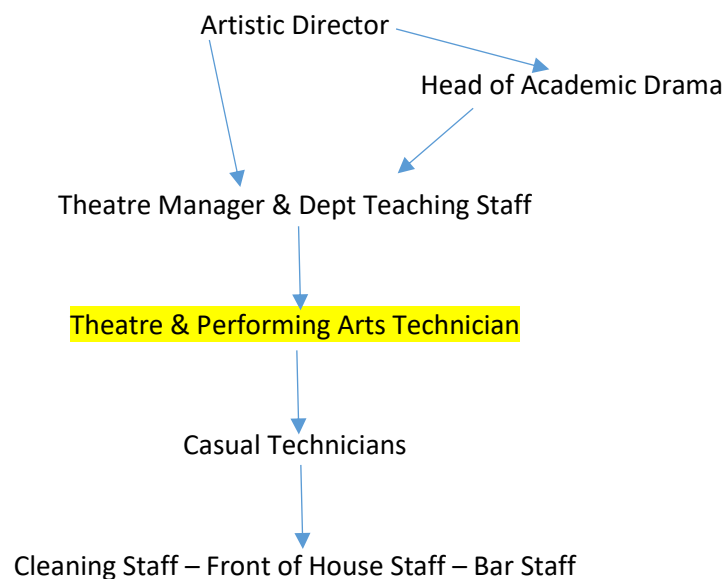
- Management of the theatre workshop and all tools and materials therein
- Maintaining records, purchase orders, meeting minutes, where necessary
- Ensuring Health and Safety guidelines are followed at all times in all areas
- Maintenance of technical equipment
- Portable Appliance Testing
- Liaison with external contractors on building and infrastructure maintenance
- Serving as fire warden for the Macready Theatre
- Serving as resident First Aider (training will be provided)
- Management, upkeep and cataloguing of the costume, prop and furniture stores
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

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RELATIONSHIPS:

Internal	The Artistic Director, Head of Academic Drama, Heads of Performing Arts Sections, Theatre Manager, Theatre & Performing Arts staff, Events Manager, Casual Theatre Technicians, Festival Staff, FOH and other casual staff, pupils and parents.
External	Theatre companies, artists, agents, managers, technicians. Business leaders, local schools, Council. Public, casual festival staff.

ORGANISATIONAL CHART:



PERSON SPECIFICATION:

	Essential	Desirable	Method of assessment
Qualifications	Educated to degree level in Technical Theatre, Stage or Production Management or similar Valid UK Driving Licence	Other recognised technical theatre qualifications and/or professional experience A valid First Aid qualification	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Experience of providing the technical support for the staging of large, medium and small-scale productions	Experience of working with children and young people	Contents of the application form. Interview. Professional references.
Skills	Production management Tidiness Logistics and production schedule planning	Lighting design Set design Sound design Costume Etc Live Streaming and Basic and Video/Audio Editing	Contents of the application form. Interview. Professional references.
Knowledge	Theatre lighting and sound equipment Set construction techniques Tools and equipment used backstage Health and Safety guidelines in a theatrical context	AV installation and operation Portable Appliance Testing	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	The Drama and Theatre Technician would be expected to be personable with very good oral and written communication skills. The individual should be cooperative, flexible and hard working with the ability work well in a team or independently. They should have the motivation to work with children and young people and the ability to form and maintain		Contents of the application form Interview Professional references

	<p>appropriate relationships and personal boundaries with children and young people.</p> <p>They should also have emotional resilience in working with challenging behaviours and a positive attitude to use of authority and maintaining discipline.</p>		
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