Job Description
Theatre Manager and Drama Technician

Introduction
Chigwell School is seeking a well-qualified and enthusiastic candidate to become Theatre Manager and Drama Technician. The drama department enjoys excellent, purpose-built facilities in the School's flagship Drama Centre which was opened by the Countess of Wessex in 2004. The building houses a professionally equipped 180 seat theatre, large foyer area, teaching rooms, offices, dressing rooms, green room, showers, costume store and workshop. There are school productions in the theatre throughout the school year as well as curriculum practicals and high-profile visiting professional performances. The Director of Drama has overall responsibility for all productions and for managing the production and department budget.

Background
Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, co-educational independent school of 940 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.
As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: Academicly, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. “Anyone who wants to do well here, will do well” said one student, and I can’t think of a nicer place to succeed.”

The School Development Programme
Over recent years, the School’s facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Sixth Form coffee shop
- 2010 Harsnett’s and Church House converted into boys’ boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School built and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre was completed
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of the Junior School

In the future we plan to:

- Develop the Sports Centre
- Expand our music facilities
- Further expand our provision of bursaries
The School
Some pupils join in Reception and there are two classes in each of the three Pre Prep year groups. A small number of other children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. All teaching staff contribute to the extra-curricular programme.

Main Responsibilities of the Theatre Manager
To manage and lead the technical operation of all the venues the School uses for internal and external events and performances. In particular, the Theatre Manager will take prime responsibility for the management of the Drama Centre working closely with the Director of Drama, Deputy Head and Bursar.

To take specific responsibility for all aspects of lighting and to oversee sound, audio-visual, set design and stage management.
School Events and Performances
The Theatre Manager will be required:

• To ensure that all productions, concerts and other events receive appropriate technical support.
• In support of the staff in charge of events and performances, to demonstrate and exercise skills in production management, briefing of designers, management of freelance/casual technical staff and set-ups for productions and events.
• To liaise closely and work collaboratively with the director/producer of the event or performance.
• To attend, as required, all technical rehearsals, dress rehearsals and performances.
• To act as the event and performance electrician.
• In the first instance the line manager will be the Director of Drama with whom the Theatre Manager will work closely on a day to day basis. However, he/she will also liaise, as appropriate, with the Bursar and other staff as necessary to achieve the smooth and successful running of all school events and performances.
• To provide technical support as required for the curricular and co-curricular work of the drama and music departments.

Lighting

• To design, rig and programme lighting for drama productions, concerts and other events performed by both the Senior and Junior Schools. These productions largely take place in the Drama Centre and New Hall but may sometimes use other venues on the school site and occasionally off-site venues.
• To oversee as House and Production Technician, and where necessary support lighting for E15 and visiting theatre company productions at the School. Ensure that any risk assessments and other relevant documentation for such productions are completed and signed off.

Work With Students

• Under the instruction of the Director of Drama, supervise student design, programming and operation of lighting and sound cues for performances.
• To act as the technical co-ordinator responsible for building and teaching a student technical crew, and assist technical candidates during academic lessons.
• Teach technical theatre and possibly some junior drama in the future.
General Responsibilities

- To ensure that the Drama Centre and associated performance spaces are effectively managed, that all issues of maintenance or repair are dealt with promptly via the Maintenance department and that they are fit for use at all times.
- To brief external hirers on health and safety requirements and fire productions.
- To check external hirers have left the venue as set out in the terms of their hire agreement.
- Where necessary, to complete risk assessments for events and performances.
- Keep up to date with, and advise on, all health and safety requirements and regulations.
- Be responsible, in conjunction with the Bursar, for ensuring all relevant equipment in the venues the School uses for events and performances is certified safe for use (e.g. through PAT testing).
- To work with appropriate staff in support of new projects and initiatives.
- Ensure that children and young people are safe and are cared for in line with school safeguarding procedures.

The Candidate

The role requires excellent communication, interpersonal and administrative skills, combined with sensitivity and creativity. The candidate will be required to work with a range of different individuals and groups within Chigwell School and possession of these attributes will be most helpful. The post holder will have a good eye for detail and an understanding of how the Drama Centre and other spaces need to be presented to their users, in addition to their proven technical abilities. He or she will be keen to work with young people.

Experience of working in a similar environment would be advantageous. The candidate will have the ability to work flexibly, independently, efficiently and to deadlines. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder is reliable and maintains a positive attitude. Clearly the nature of the post requires flexibility in relation to evening and weekend working. Single accommodation may be available.

The Director of Drama, Joe Maingot, will be happy to answer any questions; he can be contacted through the School by telephone 020 8501 5700 or by e-mail to jmaingot@chigwell-school.org. Further details of the School may be found on the website at www.chigwell-school.org.
Line Management

The Theatre Manager will report day-to-day to the Director of Drama. The Bursar manages all support staff.

Salary
The salary on offer is competitive and based on National Pay Scales with a Chigwell enhancement

Hours of work
This is a full time position

Benefits
The School provides a supportive working environment. There is a well-developed programme of professional development, pupils are enthusiastic, co-operative and able, and colleagues get on well together. There is a strong sense of community. Other benefits of working at Chigwell School include:

- A competitive salary
- A beautiful working environment- 100 acres site beautifully landscaped with a number of listed buildings
- A supportive community of highly motivated students and staff
- Commitment to professional development
- Access to the School Pension Scheme
- Free Death in Service cover
- Personal Accident Cover
- Free lunch and refreshments during term time
- Medical Centre on site
- Free use of School’s sports facilities outside of the School day
- Employee Assistance Support Programme
- On site free parking and cycle racks
- Use of School Library

Applications
Applicants should complete the support staff application form which can be accessed directly from our website: www.chigwell-school.org (Vacancies) and submitted to the HR department at: hr@chigwell-school.org. The HR Manager, Mrs Amaya Mugica-Davies, will be happy to answer any questions; she can be contacted at the School by e-mail: amugicadavies@chigwell-school.org

Closing date: 31st August 2019. Early applications welcome

Applications will be considered immediately upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to appoint prior to the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.