



Theatre & Events Trainee Technician  
from September 2022

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Theatre & Events Technical department has a broad remit to support productions and events within the school community. Closely tied to the Performing Arts' side of the school, the Technical department also supports events put on by schoolhouses, Careers, school charity events and looks after the popular series of Mercer's Lectures. Another aspect of the department are the Tech Crew. Drawn from a variety of year groups throughout the school, the students within Tech Crew get involved in all aspects of creating and supporting productions and events, they are dedicated and skilled young people who are trained all year round. The department utilises Chamsys, Resolume, CSC and Pro Tools for the running of events. Currently we are looking into the upgrading of the school's main venue, The Mem Hall, starting off with a new sound system.

For Performing Arts, The Technical Manager and their team are responsible for providing professional standard technical support to the Drama, Dance and Music departments whilst also supporting day-to-day teaching, developing and supporting GCSE and A-Level design students and extra-curricular programmes within Drama.

Drama is thriving at Dauntsey's and the School has become well known for the high standard of its productions, all of which are open to the public. Drama is very much part of the fabric of life here and most pupils get involved in drama and dance at some point, either on stage or behind the scenes. With six or seven productions each year, ranging from small studio pieces to full stage shows and musicals; we provide a variety of styles and plenty of choice. Recent performances include: *Our House*, *Les Misérables*, *Billy Elliot*, *One Man Two Guvnors*, *Mathew Bourne's Lord of the Flies*, *Mamma Mia!* and *Jesus Christ Superstar*. The Department enjoys excellent links with professional companies such as *Wise Children* and buildings such as the *Bristol Old Vic*. It also has excellent professional pathways into Drama School and the industry thanks to past West End productions and connections.

There are also many opportunities to enjoy dance at Dauntsey's and classes are open to all pupils, both boys and girls, experienced dancers and those pupils who are new to this discipline. Street, Modern Dance, Contemporary Dance and Cheerleading are all popular sessions and each year a Dance show reflects the work done in these classes. Dance is an integral part of the large-scale performances that we create with recent original work including *Black Swan*, *Moulin Rouge* and *Peaky Blinders*.

Dauntsey's has a strong musical tradition and a distinguished reputation for musical activities and achievements. Music plays an important part in the life of the School and whether it be academically, socially, or spiritually, music touches the life of every Dauntseian. School concerts are numerous and varied. These range in style from informal evenings of chamber music to jazz and rock extravaganzas and include formal choral and orchestral concerts.

# Job Description

## Key Duties and Responsibilities:

**Line Manager:** Technical Manager

**Role Overview:** The post holder will be responsible for assisting in the delivery of all technical elements of productions and events taking place at the School, in conjunction with the Technical Manager

## Key Duties and Responsibilities:

### Management & Organisation:

- Liaising with students and school staff to ensure the smooth & successful running of events throughout the school, as and when appropriate.
- Contribute to the day to day running of the department and serve its long-term interests as part of the school community.
- Working in conjunction with the Technical Manager to co-ordinate any off-site or visiting productions
- To deputise for the Technical Manager in their absence.

### Productions:

- Working closely with creative teams to realise their designs and compositions maximising the use of the theatre's available resources.
- To take part in all other aspects of technical activities including:
  - Supporting the Drama and Dance departments, assisting with technical requirements for lessons and productions.
  - Rigging, focusing, plotting, and operation etc of lighting and sound equipment for events.
  - Construction and painting of sets and props.
  - Assist & encourage Tech Crew students in their duties, looking after their safety and well being at all times.
- Ensure the smooth & successful running of events held within the Memorial Hall.
- Ensure the smooth and successful running of the annual Summer Festival.

### Maintenance:

- Assisting with the effective running of all technical facilities including the paint store, stables, music stores, dimmer room and tech stores.
- Ensuring that all tools & technical equipment are appropriately stored for easy access and use by appropriate staff/students.
- Assist with the servicing and repair of in-house equipment.
- Maintenance of all lighting, sound, rigging, masking & access equipment to an acceptable Health & Safety standard.

- Maintaining the fabric of the venues and surrounding areas, reporting any issues to the Technical Manager or the Clerk of the Works.
- Undertake stock taking of COSHH items.
- Assist with the stock levels of consumables.
- Assisting in formulation & upkeep of all sound, lighting and stage equipment records and inventories.

#### **Students:**

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Help to promote a commitment from the 'Tech Crew students' team to high levels of technical excellence, engaging and supporting them to fulfil their potentials.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

#### **Safeguarding Responsibilities**

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations, and good practice. This post will involve a lot of student contact including one-to-one teaching.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

**The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.**

## Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• C or higher in GCSE English and Maths</li> <li>• Hold a valid driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• A-Level, BTec certificate or higher in any drama or production arts course.</li> </ul>	View certificates and qualifications  Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a production environment and of working to tight deadlines.</li> <li>• Experience of working in a theatre or live event environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of lighting theatrical and/or dance productions.</li> <li>• Experience of operating/running sound desks for live productions.</li> <li>• Experience of set construction.</li> <li>• Experience of prop construction.</li> <li>• Experience of working with young people.</li> </ul>	Application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational and logistical skills</li> <li>• Fitness and stamina to fulfil the requirements of the post including the ability to work at height</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to read, understand &amp; interpret lighting plans and/or set drawings.</li> <li>• Experience of computer software including Word, Excel, CAD and lighting visualisers.</li> <li>• Experience of woodworking/set construction.</li> </ul>	Application form  Interview  Professional references

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of current theatrical technical resources</li> <li>• Awareness of current production and technical practices within theatre including sound, lighting and/or rigging.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of lighting desks, particularly the Chamsys system.</li> <li>• Knowledge of live audio mixing.</li> <li>• Knowledge and experience of technical systems maintenance.</li> <li>• Knowledge of PAT.</li> <li>• Knowledge of lighting systems and/or sound systems.</li> <li>• Knowledge of Dante.</li> <li>• Understanding and experience of current production and technical practices within theatre including sound, lighting, rigging and set construction.</li> <li>• Awareness and practical experience of the implementation of current health and safety legislation.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Highly self-motivated to work within a creative and demanding environment.</li> <li>• Passionate about delivering excellence within live entertainment.</li> <li>• Passionate in learning new skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in drama production</li> <li>• Interest in electronics and tech in general.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Professional references</p>

## **Training**

As this is a training post, the school will provide a substantial training package to ensure your continued development and ability to undertake the work required. As part of your continued employment, you will be required to attend and fulfil all training provided and/or complete online courses within a prescribed time frame. Please note – the salary will reflect that this is a training post. After successfully completing the two year trainee period, a full-time position may be offered.

Although this is a trainee position, we welcome applications from those who see themselves as suitable for a full-time position.

## **Terms and conditions**

### **Hours of work**

The standard working week will be an average of 40 hours which could be worked any time Monday to Sunday during term time, with one day off each week. However due to the nature of this position a significant degree of flexibility is required from the post holder to meet the demands of the theatre's production schedule including working unsociable hours and weekends. Where overtime is required, time off in lieu will be agreed with your manager.

### **Holiday**

10 weeks a year to be taken during school holidays. It is intended that excess hours during busy periods will be offset in quiet times and during school holidays when working hours will reduce (subject to the demands of holiday courses and events).

### **Salary**

For trainee level: £15,850 plus a substantial training package.

For full-time level: salary subject to experience.

### **Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Thursday 01 September and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add dauntseys.wilts.sch.uk and dauntseys.org to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.