

**KEY AREAS:**

**Performances and Events**

- To support with the production elements of all in house and touring performances, including the design and construction of set, costumes and props
- To take an active part in all aspects of Get Ins, Fit Ups and Get Outs, as necessary
- To manage all set and props to the highest standards including repairs, maintenance, stock control, inventory and hire systems and maintenance
- To manage all aspects of wardrobe (costume, hair & make-up) to the highest standard including repairs, maintenance, stock control, inventory and hire systems and maintenance
- To research and source all items of set, props, costumes, hair & make-up for performances and events
- To take charge of the Backstage area when being the technician on duty during promotions and/or hires
- Liaise with both resident and freelance staff for productions
- Development the highest standards of design for all events
- To assist managing the theatre space on a day to day basis and during production weeks
- To assist with the design, Get In, Fit Ups and Get Outs of Front of House events and exhibitions
- To ensure compliance with licensing and other regulations for all shows
- To do the first line maintenance of set, costumes, props.
- To ensure that all theatre work and contracts comply with Health and Safety requirements at all times.
- Assist with the efficient day to day maintenance and housekeeping of stage areas and equipment
- Efficient day to day maintenance and housekeeping of wardrobe, props, set, costume, hair and make-up, foh and exhibition resources
- To be responsible for the organisation and general maintenance of all new arts based resources
- To maintain up to date knowledge of current and new equipment and practices in order to advise on future developments and to maximise its impact on teaching and learning
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Monitoring and manage stock and supplies, cataloguing as required

**Curriculum Support**

- To ensure all equipment is ready to be collected/set up when required by teachers
- To support teachers when delivering Design and Construction lessons
- To prepare costumes, props, set, hair and make-up equipment and resources for lessons/rehearsals
- To take an active part in production meetings and other meetings as required
- To assist in recording and archiving all productions and events
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- To assist in overseeing the work programme of the work experience students in the stage/design area
- To lead the design and implementation of displays
- To assist with the design development and implementation of all spaces and facilities
- To maintain the high standard of spaces and displays
- Develop and maintain systems for equipment hire (costumes, props, set)
- Liaise with Marketing/Outreach to develop a hire services of equipment, costumes and technicians
- Lead training or book training for staff and students to utilise equipment and resources
- Create and develop resources for teaching and learning, performances and assessments
- Risk assess all spaces and events to ensure health and safety of students and staff

**Employment checks required of this post:**

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications as detailed in the Person Specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding check e.g. DBS
- A List 99 check.
- Confirmation of medical fitness for employment.