**Job Title** Scenic Carpenter and Technician

**Reports to** Director of Drama (dotted line to the Head of Production)

**Job Purpose**

The Scenic Carpenter and Technician works alongside the team of theatre professionals to provide at least 10 fully mounted productions within the academic year as part of a fully programmed season. The Scenic Carpenter and Technician will work with the team to enable the highest possible standards of production, training, and safety in all school theatres. They will construct sets to the highest standards and offer support with the technical running of the theatre.

All members of the department work on all productions. This role is key in effectively delivering the artistic and creative teams’ vision to the stage. It entails detailed collaboration with directors, colleagues and students, working on a wide range of plays and styles, in a variety of performance spaces. The ability to lead, develop and enthuse a team of students, to remain calm and focused under pressure, to meet deadlines and have flair and a creative approach to design is essential.

**Key Tasks and Responsibilities**

* Constructing sets and props;
* Rigging lights and other electrical equipment Counterweight, hemp, manual and motor hoist rigging and operation;
* Supervising and motivating boy technicians and crews;
* To promote and participate in an alert and positive approach to Health and Safety and appropriate working methods at all times, and ensuring Eton College’s and Eton Theatre’s Health and Safety policy and all relevant Health and Safety legislation is applied;
* Maintaining tidiness, cleanliness, and good housekeeping throughout the theatre with particular responsibility for the workshop;
* Maintaining sets, props, and equipment;
* Deputising in the absence of the Head of Production when required;
* Attending training courses, trade shows, etc, as necessary to stay abreast of developments in the whole field of theatre production;
* Offering support to the technical running of theatre whether in sound, lighting or stage;
* Acting as Duty Technician for production evenings when required;
* Assisting or leading on the specification of new equipment across venues;
* Liaising with the buildings and maintenance department regarding the upkeep of the theatre and all related equipment;
* Supporting the Head of Theatre Studies in a non-teaching capacity in the delivery of the academic programme;
* Meeting the technical, production and crewing requirements for all the non-theatrical use of the building (e.g. assemblies, lectures, religious services and film showings);
* Where necessary engaging and supervising freelance specialists and technical crew;
* In relation to safeguarding:
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of students, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.
* As a member of the Eton Drama team:
* Attend daily check ins and weekly meetings with the theatre team and harness a creative environment that is supportive and collegiate;
* Ensure a warm welcome to all collaborators and users of the theatre;
* Support the smooth running of all projects by sharing information with all colleagues, so that all staff involved have all the information they need to perform their duties effectively;
* Help student teams focus on specific tasks, help coordinate effort and motivation of all team members, clarifying requirements as and when required;
* Undertaking any other reasonable task as requested by the Director of Drama/Head of Production to ensure the effective running of the theatre.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

* A good knowledge of carpentry;
* Relevant experience in a theatre of educational environment is desirable;
* Experience in the lighting or sound departments of a theatre would be beneficial;
* Detailed knowledge of the requirements of the relevant health and safety legislation and procedures;
* Good IT skills including use of emails, Word and Microsoft Excel.

In addition to your experience, you may enjoy this role if you possess:

* Excellent verbal communication skills and presentation skills;
* Good written communication skills;
* Strong planning and organisational skills;
* Excellent time management skills with the ability to work well under pressure and to deadlines;
* Creativity and resourcefulness in problem solving;
* The ability to work alongside and motivate students;
* The ability to change ideas into a three –dimensional design;
* A commitment to continued professional development;
* The ability to work collaboratively as part of a team;
* An imaginative, enthusiastic and adaptable approach with high levels of efficiency.

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| **Working Pattern*** This role is predominantly term time plus three days at the start of each term, typically working an average of 48 hours per week. The core working hours will be from 9am to 6:30pm, Monday to Friday, with an hour unpaid for lunch each day. The remaining 5.5 hours each week will be worked during evenings and weekends, or by mutual agreement with the Director of Drama, to complete preparatory work from home. For example:
* Saturday mornings 09.00-13.00 or 14.00 – 19.00 may be worked if production work is required leading up to and/or during productions;
* Sunday afternoons and evenings will be required when there are technical rehearsals;
* There will be approximately 8 x full and 7 x half weekends per year that the post holder will be required to work as determined by the production schedule. These will be made up by the additional 5.5 hours to be worked each week.
* The exact days and hours of the working week will be by mutual agreement with the Director of Drama as the working hours are not fixed and can vary according to the level of the activities in the Theatre and the school programme.
* In addition to the above it is assumed that about 274 hours will be worked in the school holidays or in the evenings in term time. A typical breakdown of when these hours will be worked might be as follows:
* 4 days @ 8hrs each in the Christmas holidays         32 hrs
* 3 days @ 8 hrs each in the Easter holidays                24 hrs
* 4 days @ 8 hrs each in the Summer holidays            32 hrs
* Production Housekeeping                                             14 hrs
* Farrer Theatre & Caccia Studio Get-Outs                   28 hrs
* Production Rehearsals. Mostly evenings.                  144 hrs
* On top of the above working weeks, the post holder is entitled to 5.6 weeks paid holiday. They are required to take their annual leave during non-term periods, excluding the three days before the start of each term. If a bank holiday falls during term time this is considered a normal working day, and you will receive a day’s holiday in lieu. The remainder of the school holiday constitutes unpaid holiday.

**Disclosure Checks**Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period. |
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