



Theatre Technician

- Fixed Term contract – 18th January – 21st March 2027
- Approximately 260 hours across the contract period. Attendance required for performance dates, rehearsals and Drama Exams

Cheltenham College and Cheltenham College Prep School

Cheltenham College is an independent boarding school located in the heart of Cheltenham and consists of two inter-dependent fee-paying schools within a single executive structure. [College \(13-18\)](#), is predominantly a boarding school of some 730 pupils. [The Prep School \(3-13\)](#) is largely a day school of around 440 pupils. Both schools are co-educational and have strong academic records and a reputation for sport, drama and music.

The Role

Working in the [Drama Department](#) under the direction of the Director of Drama, the Theatre Technician will provide practical and technical support across rehearsals, technical rehearsals, dress rehearsals and performances. They will work closely with teaching staff, directors, pupils and other members of the technical team to ensure that productions are delivered safely, professionally and to a high standard.

The appointee will have specific responsibility for the overseeing of the design, technical set up and operation of two high-profile productions, the Scholars' play, **Romeo and Juliet** staged at The Playhouse and **Mamma Mia**, the whole-school-musical, staged in our venue Big Classical.

During the fixed-term contract, there will also be two important, scripted exam practicals, which are to be staged in our small black-box studio space.

Job Description

- Provide technical support for school productions, performances and events throughout the contract period.
- Attend and support all scheduled performances, technical rehearsals and dress rehearsals, together with relevant production rehearsals.
- Assist with the rigging, focusing and operation of lighting and theatrical equipment.
- Set up, operate and programme sound and technical systems appropriate to each production.
- Support the design, preparation and installation of sets, staging, props and technical elements.
- Programme and operate lighting, sound and other theatrical control systems.
- Provide technical advice and guidance to staff and pupils where appropriate.
- Support pupils in developing their technical theatre skills, encouraging safe and responsible working practices.
- Ensure that all technical work is undertaken in accordance with appropriate health and safety procedures, particularly when working at height, with electrical equipment, rigging and other potentially hazardous equipment.
- Assist with the preparation of risk assessments and safe systems of work where required.

- Maintain an organised, safe and professional working environment backstage and within technical areas.
- Liaise effectively with school staff, pupils and parents.
- Undertake other reasonable technical duties associated with the School's programme of performances and events.

Person Specification

The successful candidate will have:

Essential:

- Proven professional or substantial practical experience as a Theatre Technician or in a similar technical theatre role.
- Practical experience of theatrical rigging and working at height.
- Good knowledge and practical experience of sound systems and sound operation.
- Experience of technical programming and operation, including lighting and/or sound control systems.
- The ability to read and interpret technical plans, schedules and production requirements.
- A good understanding of theatre health and safety procedures.
- The ability to work calmly and effectively under pressure, particularly during technical and dress rehearsals and live performances.
- Excellent organisational and communication skills.
- The ability to work independently while also being an effective member of a production team.
- A professional, flexible and proactive approach.
- **It is essential that applicants be available on the key dates as outlined in Schedule 1 of this document.**

Highly Desirable:

- Experience of working in a school, college, youth theatre or educational environment.
- Experience of supporting young people in technical theatre.
- Knowledge of a range of lighting, sound, projection and theatrical control systems.
- Experience of set design, scenic construction, props or stage management.
- Relevant technical theatre qualifications or professional training.
- Current relevant health and safety training, including working at height or rigging qualifications.

Terms & Conditions

- Salary, based on experience, between £16 to £20 per hour.
- Fixed Term 18 January to 21st March 2027
- Hours: Circa 37.5 per week – to be worked as agreed with the Director of Drama. The overall hourly commitment for the fixed term duration of this role will be in the region of 260 hours
- Members of staff can use the College sports' facilities (at staff allocated times).
- Staff discounts at local retailers and businesses

Schedule 1

Attendance required for key dates as follows:

Monday, 18th January 2027:

Scholar's play pre-week set up: (12 hours) planning / rigging / designing and

Sunday, 24th January 2027: (10 hours)

Week commencing Monday, 25th January: Tech set up and performances

Monday, 25th and Tuesday, 26th January: 24 hours (10am to 10pm)

Wednesday, 27th January: 5 hours (5pm to 10pm)

Thursday, 28th January: 13 hours (10am to 11pm - 2 performances)

Friday 29th January: 9 hours (5pm to 2am)

Week of 1st and 8th of February

Tech set up in Jack Ralphs Theatre (12 hours)

Dress / tech rehearsals (8 hours)

Exam day (8 hours)

Week commencing 20th February and week commencing 8th March

Sound and tech rigging / programming and attending rehearsals (50 hours)

Week commencing 8th March - A Level practicals

Technical set up in Jack Ralphs Theatre (12 hours)

Dress / tech. rehearsals (8 hours)

Exam day (8 hours)

March 14th - 21st

Production week / rehearsals and performances (80 hours)