

## ERSKINE STEWART'S MELVILLE SCHOOLS



### Production Technician

#### **Purpose of Job**

The Production Technician will support the Production Manager in the efficient organisation and running of all production and technical aspects of school productions, as well as external events across the three schools, in the Tom Fleming Centre, Mar Hall and The Dean.

#### **Accountability**

The Production Technician reports to the Production Manager.

#### **Authority and Direct Reports**

The Production Technician has authority as delegated by the Production Manager.

#### **Key Relationships**

The Production Technician will work closely with the Production Manager and staff assigned to school productions to ensure that the production process is duly followed to the highest standard.

#### **The Post:**

#### **Key Responsibilities:**

##### **Vision and Values**

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

##### **Working with Others**

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

## **Community**

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

## **Learning**

- Leading a culture of challenge and support to allow every student to be the best they can.

## **Safeguarding**

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

## **RESPONSIBILITIES**

- The technical duties of this post include the entire spectrum of practical theatre crafts. It includes a variety of art and entertainment forms, conferences, seminars, supporting school events and other such activities as are promoted by or at ESMS in the performance spaces.
- To work with the Production Manager to facilitate the Performing Arts at ESMS.
- To attend and advise at production meetings for all ESMS productions.
- To realise and implement specific technical requirements and operate lighting, sound and/or A.V for all ESMS productions.
- To attend rehearsals, fit ups, technical rehearsals, shows and get outs and facilitate as required.
- To give advice and technical support to all users, including external users of the Tom Fleming Centre, The Mar Hall and The Dean. This will include sound, light, A/V and stage management duties.
- To support ESMS Senior School Drama Departments with technical requirements essential for SQA practical exams.
- To uphold the maintenance of the Drama Studios.
- To maintain all static and loose equipment, ensuring that all aspects of the venues are functioning and available for use.
- To keep up to date with industry standards and advise on any potential facility and equipment improvements to enhance the capabilities of the venues.
- To advise the Production Manager on the hire of additional equipment when required.
- To ensure that Health and Safety protocols are adhered to by all users of the spaces.
- To manage casual staff when required.
- To assist the Production Manager in other aspects of running the venues, including some administrative and organisational tasks that are appropriate to the role and grade of the post.

## EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
<b>Experience</b>	<p>Experience in a technical role in an arts venue.</p> <p>Up to date knowledge of technical production (e.g., lighting, sound, video, rigging, set construction etc.), or relevant and proven knowledge from equivalent fields.</p> <p>Experience with sound systems and live mixing orchestras and musicals.</p> <p>General lighting experience – rigging, addressing, focusing, plotting</p> <p>Knowledge of Health &amp; Safety legislation, guidance and practical implementation, including generating RA's and method statements.</p>	<p>BA (Hons) Technical Arts for Theatre and Performance</p> <p>NRC Rigging Qualification</p> <p>IOSH Accreditation</p>
<b>Skills/ Abilities/ Capabilities</b>	<p>Sound design</p> <p>Sound installation and operating.</p> <p>Excellent knowledge of Qlab</p> <p>Good knowledge of ETC Ion</p> <p>Good knowledge of LED lighting including moving fixtures and generic theatre lighting.</p> <p>Competency in all types of rigging – lighting, sound and A.V</p> <p>Ability to carry awkward and/or heavy loads.</p>	<p>Experience of working within a Production team.</p> <p>Experience of working within an educational establishment</p> <p>IPAF 3a&amp;3b and PAV accreditation</p> <p>Set construction/basic carpentry</p> <p>Full UK Driving License</p>

<b>Skills/ Abilities/ Capabilities cont.</b>	<p>Working at height and adhering to established safe systems of work.</p> <p>Excellent interpersonal and communication skills (oral and written)</p> <p>Experience of building professional relationships with internal and external stakeholders.</p> <p>Proficient in the full Microsoft Office package, specifically PowerPoint, Word and Excel as well as MacOS</p> <p>Ability to use initiative, multi-task and prioritise own workload with good attention to detail.</p> <p>Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands.</p> <p>Independent, self-motivated and organised, with an ability to work as part of a team.</p>	
<b>Personal Attributes</b>	<p>High professional and personal standards</p> <p>Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</p> <p>Commitment to the ESMS values</p> <p>Commitment to continuous professional development</p>	

## REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>The post</b>	This is a Full-Time, Permanent position available as soon as possible (subject to satisfactory pre-employment checks).
<b>Hours of Work</b>	The hours of work will be variable dependent on events, on a schedule of 5 out of 7 days, with 45 minutes unpaid for lunch. The postholder will be contracted for a total of 36.25 hours per week. The postholder must be prepared to be flexible with regards to working hours and be capable of adjustment to events and demands. Evening and Weekend work will be required. There is entitlement to a free school lunch during term time.
<b>Salary</b>	The salary for this post is £29,226 per annum which is on the ESMS Support Staff Scales.
<b>Holiday</b>	Entitlement is to 30 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December
<b>Location</b>	The postholder will be required to work across both the Ravelston and Queensferry Road sites.
<b>Pension</b>	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

## APPLICATION PROCEDURE

To apply for this position, please visit <https://jobsearch.esms.org.uk/>

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

**The closing date for applications is 12pm on 20 June 2025. We anticipate interviews will be held week commencing 30 June 2025.**