

ERSKINE STEWART'S MELVILLE SCHOOLS



Theatre Technician – Sound Bias

Erskine Stewart's Melville Schools (ESMS) are recruiting for a permanent Theatre Technician – Sound Bias to join the Commercial Enterprises Team on a Full-Time basis. ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a permanent position available as soon as possible (subject to satisfactory pre-employment checks). The hours of work are variable, dependant on events, and will include evenings and weekends, on a schedule of 5 out of 7 days, with 45 minutes unpaid for lunch each day, and the postholder will be contracted for 36.25 hours per week. Remuneration will be from £29,226 to £32,001 per annum, on the ESMS Support Staff Salary Scale G dependent upon qualifications and experience.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date is 12pm on Monday, 1 July 2024. We anticipate interviews will be held on week commencing 8 July 2024.

THE POST

Basic Function

The Theatre Technician supports the Head of Production and has a technical role within the Commercial Enterprises Team, supporting the provision, operation and routine maintenance of sound, lighting and associated technologies within a range of performance and events venues and rooms.

Accountability

The Theatre Technician reports to the Head of Production.

Relationships

The Theatre Technician will work closely with the Events Manager and wider Commercial Enterprises team, as well as with the IT Department and a range of internal and external stakeholders.

RESPONSIBILITIES

General

- Set up and stage manage performance / event spaces
- Set up and operate lighting, sound and multimedia equipment
- Liaise with relevant departments and individuals to ensure support is anticipated and provided
- Provide technical and creative support to all users of the schools theatre and performance spaces
- Assist during production weeks to ensure rehearsals and production meetings run smoothly
- Hire / purchase of specialist equipment as needed
- Work within set budgets
- Identify key staff and students and provide training on equipment and processes as required. Ensure crew have adequate knowledge of productions, theatre use and equipment for all events
- Ensure adequate event and technical support is in place when absent
- To follow the procedures relating to the reservation, issue, loan and hire of ESMS equipment.

Venue Hire

- Set up furniture, lighting, sound and multimedia equipment for performance / event spaces
- In conjunction with the Venue Hire Manager / Support Services team, ensure external hirers are fully briefed on the safe use of the theatres / performances spaces
- Where required, provide technical assistance to external users. This may include, but is not limited to, productions, rehearsals, dinner dances, lectures, video conferencing events, charity events.

Housekeeping

- Provide first-line maintenance support for all relevant technical equipment, machines, furniture, fixtures and fittings
- Ensure all equipment is stored safely and is accessible to others when absent
- Maintain an inventory of all equipment and materials held and used
- Liaise with IT staff over software requirements and system support.

Health and Safety

- Ensure all health and safety requirements are met for the use of the performances spaces and produce risk assessments for all theatre / event space activities
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used
- Regularly update and advise all users of the theatres and event spaces on the safe use of the area and equipment
- Organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings.

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience in a similar role • Vocational Qualification N/SVQ 2/3, ONC/HNC or equivalent 	<ul style="list-style-type: none"> • Working at height training
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Operational knowledge of a wide range of audio-visual equipment and associated Windows and Mac systems • Up to date knowledge of lighting systems, equipment and its maintenance • Ability to communicate clearly with a wide range of stakeholders and clients • Attention to detail • Willingness to work flexibly to support events at evenings and weekends as required • Ability to plan for events and ensure all internal and external needs are met 	
Personal Attributes	<ul style="list-style-type: none"> • Excellent teamwork skills and self-motivation • Strong organisational and time management skills • Commitment to continuous professional development 	

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.

The post This is a Full-Time, Permanent position available as soon as possible (subject to satisfactory pre-employment checks).

Hours of Work 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.

Salary	The salary range is between £29,226 to £32,001 (ESMS Support Staff G Scale), and the salary appointment will be dependent upon relevant experience.
Holiday	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.
Location	The postholder will be based at Stewart's Melville College.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	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

Applicants must visit <https://jobsearch.esms.org.uk/> to apply for this position. Please submit the application before the closing date.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5866.

The closing date is 12pm on Monday, 1 July 2024. We anticipate interviews will be held on week commencing 8 July 2024.