



Every colleague every career



Theatre and Technical Events Manager

Required from July/August 2025

Ardingly College

Ardingly College is an award-winning co-educational day and boarding school offering an outstanding all-through education to over a thousand children in a beautiful 240 acre campus in West Sussex, with excellent transport links locally, to London and across the South-East.

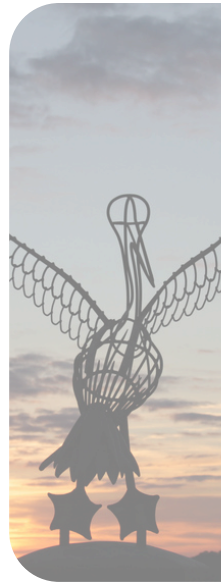
Ardingly College Prep School has over 200 pupils from Reception to Year 6, as well as a thriving Nursery. Reception to Year 3 pupils are based in the Farmhouse, and Years 4 to 6 on the main school site in School House. The Senior School has around 850 students aged from 11-18, well over 300 of whom are boarders.

Academic results are high. The College has been in the top 10 schools in the UK for the IB Diploma for nine out of the past ten years and is regularly in the Top 50 schools in the UK for A Levels, according to The Sunday Times. While we are proud of these excellent academic results, however, Ardingly places equal value on ensuring our students are equipped with the mindset, personal qualities and skills they will need to succeed in a rapidly changing world beyond school. This is at the heart of our World Ready approach and our innovative Enterprise & Employability programme recently won two national awards: The Week's 'Best Preparation for Life' award and the Independent School of the Year Award for Student Careers.

The wellbeing and welfare of our students is paramount, with a strong emphasis on pastoral support provided by our House staff, our Mental Health Lead, team of School Counsellors and the medical staff at our 24/7 Health & Wellbeing Centre. Ardingly prides itself on every student being known and valued as an individual and achieves this through small pastoral groups (with a maximum of 10 students in each Tutor Group from Year 9 upwards) and a strong House system, which provides every pupil – whether day or boarding – with their 'home from home' at the College. In recognition of this outstanding pastoral care, during the most recent ISI inspection the College became the first school in the UK to be awarded a "significant strength" in boarding, which is the highest accolade available under the new Inspection Regime.

Other Strategic Projects

Ardingly's Family of Schools also includes a school in China and one in Kazakhstan. with other international schools in the pipeline. The College also recently acquired the rights to the Activity Centre, which operates all watersports on the Ardingly Reservoir, which adjoins the College campus.



The Role

The Theatre and Technical Events Manager provides the co-curricular departments and wider College facilities with crucial support for a range of projects and productions within a variety of performing venues. Whilst we do not have a theatre, we have a number of venues and aim to explore the potential of unique sites.

Across the Senior and Prep School there are several performances throughout the school year, encompassing everything from large-scale musicals to intimate studio plays. In addition to these duties, the Manager will work with other technicians to support the work of the performing arts on events such as rehearsals, recordings, concerts, musicals, orchestral set-up recitals, talks, screenings, chapel-wide services and assemblies across the venue's various spaces, as well as more general College wide support for open days, marketing events and other ad hoc events. This position offers the opportunity to engage in a collaborative, enriching environment, ideal for those who enjoy a varied and dynamic workload.

The role will line manage two key technical staff: the Technical Events Support Technician and the Technical Events Support Apprentice.

This is a full-time, year-round role. Reporting to the Assistant Head: Co-Curricular and Partnerships for the fulfillment of duties.



Duties and Responsibilities

Co-Curricular

- Manage the Technical Events team, ensuring that workload is managed effectively and that all co-curricular events have adequate staffing, in collaboration with the Assistant Head: Co-Curricular and Partnerships and Performing Arts Department Heads/Directors
- Coordinate the provision of technical support to the Senior and Prep Drama and Music departments including the setting up and dismantling of audio and visual (AV) and theatre equipment, and audience/performance staging, managing and coordinating lighting and sound design/distribution schemes and practical implementation (rigging) for all productions and lessons
- Support students and staff in the correct operation and use of studio recording enrichment and theatre lighting, sound and vision equipment
- Rig, operate and design lighting, offering ideas and suggestions as appropriate to the piece.
- Source and edit music for productions and guide students in this process when required
- Set up and operate PA equipment and radio mics for rehearsals and live performances and concerts
- Working with the Assistant Head Co-curricular and Partnerships to help ensure the provision of a comprehensive co-curricular offering from the Drama department, including possibly running student clubs and activities, and helping to foster a culture in which broad and regular co-curricular engagement is a routine aspect of student life
- Depending on the expertise and experience of the successful candidate, facilitating student clubs and activities as part of the School's wider co-curricular programme
- Creating, implementing and overseeing detailed production schedules for each project including the photos for marketing and the creation of programmes and posters
- Chairing regular production meetings in respect of individual productions
- Recruiting, training and managing a production crew of students, allocating teams for individual productions, and managing and reviewing their work
- Making a significant contribution to production work in an area of individual technical specialism (sound/lighting/set/costume)

Duties & Responsibilities

College Events

- Coordinate the live events calendar, working with teachers and operational managers to ensure that there is sufficient capacity to cover events and that the live events team are clear about the requirements of all events
- Support staff with practical projects and technical aspects of the curriculum, enrichment and events.
- Assist with other occasional technical and audio-visual support within the College, as and when required, including evening and weekend events
- Ensure, with the technical team, that all department areas are safe and that all equipment is correctly managed and stored on a daily basis
- Prepare multimedia for assemblies, productions and external speakers, including sound effects, movie edits, slides etc.

General Duties

- Be willing to provide technical support to external events, eg Edinburgh Festival Fringe and Jazz Band on Tour
- Work flexibly in order to support the Drama, Dance and Music departments
- Undertake any other duties which the Assistant Head: Co-Curricular and Partnerships, Director of Drama and/or Director of Music may reasonably request from time to time
- Organise and keep an inventory of all theatre equipment, costumes, props, and other apparatus ensuring health and safety regulations are managed at all times
- Perform equipment repairs and annual routine maintenance and coordinate the most effective arrangements for necessary contract maintenance of theatre and sound equipment
- Assist with health and safety including, but not limited to, risk assessment

Admin

- Maintain the Costume and Props Inventory
- Support the return of hired costumes
- Manage Ticketsource for school events
- Manage the creation of programmes and posters (Canva etc.)
- Source props/pyrotechnics for shows – Hiring and buying
- Liaising with external providers

Spaces

- Being responsible to the Assistant Head: Co-Curricular and Partnerships for the daily running and oversight of the School's Drama and Performing Arts spaces, including the theatre, drama studio and recital hall
- Overseeing the day-to-day scheduling of performance spaces, ensuring that teaching, rehearsal and production needs are consistently met
- Ensure that spaces are booked for rehearsals (co-curricular and exam prep) via room booking system
- Ensuring that the Drama spaces are routinely organised, tidy and inspiring learning environment
- Liaising with other internal users of Drama spaces, ensuring technical requirements are met as appropriate



Duties & Responsibilities

Performance spaces include (but are not limited to):

- **The Under** – this is a multi use space that is set up with staging for productions for audiences of up to 200
- **Dance Studio**
- **Drama Studios** – These rooms can be opened into one for small scale and exam performances
- **Music School** – Recording Room/Live Space and Recital Room
- **The Cafe** – small stage for intimate musical or dramatic performance
- **Outdoor Venues**
- **Chapel**

Health and Safety

- Ensure compliance with health and safety policies and participate in emergency planning and execution
- Serve as Stage Manager and Duty Technician, overseeing the technical and safety protocols.
- Complete risk assessments for productions
- Engage in continuous professional development to remain current with industry standards



Person Specification

	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> • Minimum of 2 years' experience in a similar role within a performing arts or educational setting • Proficiency with lighting and sound systems, particularly ETC Lighting Consoles and QLAB software • Have a thorough understanding of digital and rack mounted mixers and radio mics • Drafting and managing risk assessments • Have a thorough understanding of, rigging (experience of working with truss), set construction, props and stage management, and working at heights • Expertise in Live Sound, Music production and recording software using various DAWs • Managing a complex calendar 	<ul style="list-style-type: none"> • Experience of set, lighting and sound design • Inventory systems for costume and props. • Experience of working with SQ7 mixing desks • Live sound • Risk assessments involving children • Carry inspections audio visual equipment • Use of CAD software • Manage a complex calendar in a educational setting • Experience with Logic Pro editing and mixing skills • Experience of working with networked lighting
Qualifications	<ul style="list-style-type: none"> • Relevant technical qualifications (e.g., BTEC, ABTT Bronze Award) are desirable, although for the right candidate, the school may be open to considering supporting relevant professional training • Training for specific certifications will be provided as CPD e.g. use of Mobile Elevated Work Platforms (MEWPs) 	

Person Specification

	Essential	Desirable
Skills and Aptitudes	<ul style="list-style-type: none">• Asset tracking and inventory management• Ensure coverage within the department of the various disciplines within performing arts, in an educational settings: sound, lighting, design	<ul style="list-style-type: none">• Experience line-managing and developing Apprentices• Have a specialism within two of the core disciplines from within performing arts
Personal and Professional	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Ability to inspire and up-skill teams• Ability to work effectively under pressure and meet tight deadlines• Can-do attitude• Creative problem-solving skills and attention to detail.• Able to work independently with a strong self-drive• Commitment to high standards of professionalism and personal presentation• Ability to work as part of a team, working flexibly to achieve the required results• Ability to work flexible hours as required including evenings and weekends	

Remuneration and Benefits

Ardingly College looks after the welfare and professional development of all staff and enables them to live and work with a strong sense of purpose and satisfaction. The College provides a collegiate, supportive and stimulating environment in which to work. A generous remission for staff children is available at the College, subject to a place being available and meeting the entry requirements.

Hours of Work: This is a full-time, year-round role. The basic hours are 40 hours per week, falling between Monday to Sunday on a rota system, all year round and will include evenings and weekends as needed. Flexibility in these working hours will be required to meet the demands of the role during peak times.

Rate of Pay: £38,000 to £42,000 per annum (based on experience)

Holidays: 25 Days per annum. 5 days must be taken during the College's Christmas closure. Hot or cold lunch available from the staff dining room, or a grab-and-go option. Staff also have access to a range of additional benefits such as gym membership, staff swimming, other sports and wellbeing activities and various social events.

The total remuneration offered represents a salary, pension & benefits package that reflects the substantial contribution made by staff towards the success of the College.

Application Process

Applications should be made via our on-line recruitment system at www.ardingly.com/staff-recruitment/vacancies and should include a covering letter or personal statement outlining the applicant's suitability for the role and the names, addresses and telephone numbers of two referees, one of whom must be the applicant's current line manager/employer.

Any questions regarding the role should be sent through to hr@ardingly.com

Ardingly College is committed to ensuring the welfare of our students and appropriate checks will be made before the appointment is finalised.

The closing date for applications is **Tuesday 1st July (12pm)** applications will be considered upon receipt and the College reserves the right to close the advert early. Interviews are expected to take place within the same week.

