



RAMBERT SCHOOL

THEATRE TECHNICIAN & IT MANAGER

Join the technical theatre and facilities team at Rambert School.

We currently seek a proactive, tech-savvy and highly capable **Technical Theatre & IT Manager** to oversee all aspects of IT at the School and to tech the School's many performances and events.

WELCOME

FROM AMANDA BRITTON

CHIEF EXECUTIVE, PRINCIPAL & ARTISTIC DIRECTOR



Rambert School is a world-leading centre of ballet and contemporary dance training; a dance education sector innovator shaping new generations of dance professionals to the highest standard. Our international

influence and reputation honours the name of Marie Rambert, the iconic Polish dance pioneer of the Ballets Russes who founded the School in the UK in 1920. Under Rambert's guiding light, the Rambert School and the Company which flowered from it, became synonymous with technical excellence and creativity.

We pride ourselves on nurturing each individual throughout their training and education, promoting autonomy and preparing our graduates for life as dance professionals. Marie Rambert famously stated that her School should not be a 'sausage factory'. We have chosen to remain small, and each individual is carefully supported, during training and often beyond, through a programme which is flexible

enough to cater for individual physical differences and which fosters personal reflection and research. Each cohort hosts a diverse range of students from widely varied backgrounds, encouraging a cross-fertilisation of ideas, and creating graduates who are both open to new concepts and respectful of cultural diversity.

The 'Rambert spirit' is still at the heart of what we do, some 101 years after Marie Rambert founded the School. Though hard to articulate, those who have trained at the School or danced with the Company have been touched by it, irrespective of which Director or Principal was at the helm. The 'spirit' could be simply a passion for dance, and individuality in self-expression. It could be a fearlessness of the unknown, the drive to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form, and a desire to communicate this. Or perhaps it could even come from Marie Rambert herself, her renowned fierce determination and indomitable energy.

Welcome to Rambert School.



ABOUT RAMBERT SCHOOL

Rambert School's mission is to provide world-leading training and education in ballet and contemporary dance, embracing individuality and innovation, while being deeply rooted in tradition and technical rigour. Our student body is purposefully small but diverse, with just 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training. Creativity and performance are fundamental pillars of our training, and our students are given the opportunity to create and showcase their own work, repertoire, and commissions by leading choreographers at a variety of world-class venues each year.

The School dates back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington based on the principles of creativity, innovation and individuality. The Ballet Rambert developed out of the School, producing and nurturing some of history's most celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has always been synonymous with technical excellence and thrilling creativity.

Having just passed our centenary, Marie Rambert's founding principles are still at the core of what we do and are reflected in our holistic approach to nurturing talent and developing well-rounded, creative and thinking dancers, choreographers, teachers and academics. As we head into our second century, our unique and cutting-edge undergraduate and post-graduate programmes position the School at the forefront of international dance education and research.

The [Foundation / BA \(Hons\) degree course](#) has a 50/50 split between ballet and contemporary dance, unlike any other dance school in the UK.

The [MA course in Professional Dance Performance](#) was launched in 2018, in partnership with Rambert (dance company), creating [Rambert2](#), a touring ensemble of outstanding dancers. This is the first programme in the world to integrate professional experience at the highest level with postgraduate study.

The [MA course in Dance Research for Professional Practitioners](#) was launched in 2020. Throughout the course, students pursue independent research, based on current embodied practices and previous experience as professional practitioners, to address the practical, artistic, cultural, social, and political implications of dance in the sector.

We recently created [Rambert Grades](#), in collaboration with Rambert (dance company). A progressive and inclusive online syllabi of contemporary dance training and examinations for children and young people, Rambert Grades is committed to empowering and harnessing creative movement and expression in all. Following a recent international launch, Rambert Grades has the potential to change the landscape of contemporary dance and extend the Rambert Family on a global basis.

We are passionate about our Widening Participation and Outreach activities and continue to deepen our links with members of the community and pupils from local and regional schools and colleges through visits, workshops, and open rehearsals.

The School is an outward looking institution that believes dance is for everyone and champions diversity in dancers, repertoire, and audiences.



WHAT WE ARE LOOKING FOR

PURPOSE OF THE POST

- The Technical Theatre & IT Manager will:
- Manage the School's technical, IT, performance and rehearsal facilities;
- Operate sound, video and lighting systems in the studios, at the onsite theatre and at external performance / event venues;
- Manage compliance, storage, test, repair, and maintenance of all fixed and portable technical equipment (sound, lighting, video, IT);
- Implement and manage internal IT systems to ensure compliance with data protection regulations and academic requirements;
- Manage all technical aspects of in-house and external performances;
- Manage and run all required live streams;
- Manage day-to-day IT support, in conjunction with external IT company;
- The delivery of all other business critical maintenance, services, and day-to-day facilities needs.
- Mechanical, electrical, horticultural maintenance and servicing works;
- Operating sound, video and lighting systems in the studios, at the onsite theatre and at external performance / event venues;
- IT support;
- The delivery of all other business critical services and day to day facilities needs.

KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

• Facilities Manager

- Principal & Artistic Director
- Chief Operating Officer
- Deputy Principal
- Performance & Events Manager
- Student Choreographic Rehearsal Director
- Guest Choreographers
- Staff and Students of the School

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

- External IT company
- Internet provider
- Phone provider
- External performance and events venues
- Companies/individuals hiring Rambert School studio space
- Servicing/maintenance suppliers
- External performance and events venues



JOB DESCRIPTION

INFORMATION TECHNOLOGY

- Liaise with IT support company on a regular basis to ensure the smooth running of IT provision with regards to operating system software, hardware (staff and student Macs, PCs and laptops), daily data back-up, anti-virus protection.
- Assist with review of service levels provided and value for money of IT support company on an annual basis.
- Manage Office 365 provisions for staff and students.
- Maintenance of other IT equipment such as printers and scanners as required.
- Ensure IT provision and operating systems comply with data protection regulations (GDPR) and that all relevant staff are adequately trained and knowledgeable on the matter.
- Provide training sessions to all relevant staff and students, to ensure correct and safe usage of all IT equipment and systems, including Office 365.
- Carry out regular audits on all IT equipment and systems.
- Manage and service all in house telephone systems.

STUDIO BOOKINGS

- Manage external / internal studio booking, including room set up arrangements, working in liaison with the School Administrator.
- Ensure adequate security and cleaning provisions are in place for external studio hires.

TECHNICAL THEATRE

- Manage all technical aspects (lighting, sound, video) of in-house and external performances;
- Manage the provision and service of lighting, sound, and video equipment.
- Provide training sessions to all relevant staff and students, to ensure correct and safe usage of all technical theatre equipment.
- Ensure that equipment manuals and equipment technical drawings are available and up to date.
- Supervise 'get ins' and 'get outs' -ensuring all theatre licensing and health and safety policies are followed.
- Supervise performances and deal with any issues or emergencies.
- Risk management, including completion of risk assessments, for the theatre, off site visits, external shows and events, etc.

LINE MANAGEMENT / CONTRACTOR & SUPPLIER RELATIONS

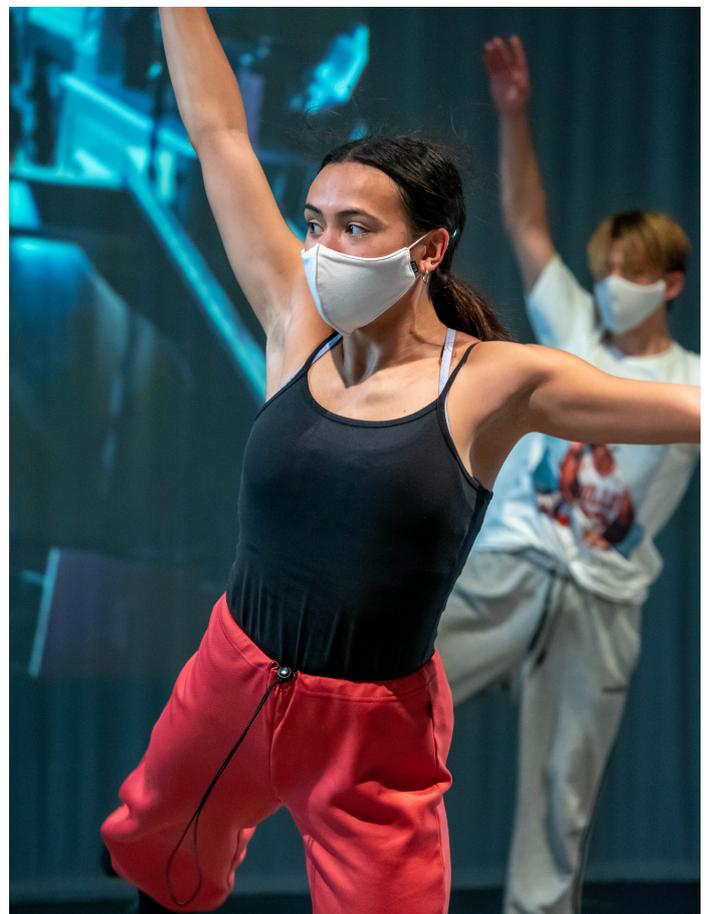
- Recruit, train and line manage any internally hired technical and IT staff, e.g. temporary sound and lighting technicians, following school procedure on appraisals, approval of holidays, etc.



JOB DESCRIPTION

OTHER

- Ensure all IT and technical theatre related licenses (anti-virus, PPL etc.) are up-to-date
- Ensure the building is securely opened-up and locked-up every day, in liaison with office colleagues and the Security Guard / Caretakers.
- Ad hoc, business-critical, maintenance and facilities work, as required and with the support of external contractors, to ensure the smooth day-to-day running of the School.
- Undertake training deemed necessary by your manager and apply it in the workplace.
- Take part in such working groups and committees as might from time to time be required for the fulfilment of School aims.
- Performing office administration responsibilities, such as answering the phone, when required.
- Undertake any other reasonable tasks as directed by your line manager.
- Always ensure best practice in relation to the School's GDPR and privacy policy.
- Display an active and committed engagement with the School's Mission, Anti-Racism & Racial Justice Charter and all other policies and procedures, including the Code of Conduct and Safeguarding Policy
- Provide a professional image of the school at all times, both externally and internally.



PERSON SPECIFICATION

Essential skills & experience

- Educated to A Level or above
- Experience of management of IT and technical theatre provisions in performing arts building/ theatre
- Using Capture or other lighting design software
- Working with ETC fixtures and control surfaces
- Experience with cameras and live-streaming
- Experience of working at a theatre, dance or education organisation
- Experience with editing video.
- A “hands on” approach
- Inquisitive & problem solving nature – need to understand detail and pass on information
- Experience and knowledge of technical theatre and associated skills and an understanding of theatrical terminology
- The ability to prioritise a busy workload
- Experience of the use and operation of lighting, audio, video and IT equipment
- Shrewd and detailed approach to managing contractors and suppliers
- An ability to understand the scheduling of technical work
- Advanced IT knowledge including Microsoft Office, Office 365, Windows and Mac operating systems and hardware connections
- Effective, confident, and efficient communication skills
- Ability to work independently and as part of a small office team
- Ability to establish good working relations at all levels of the organisation – with students, teachers, senior management, Board of Trustees etc.
- A flexible approach to hours of work which will include occasional evenings and weekends
- A willingness to extend skills through appropriate training

Desirable skills & experience

- First Aid qualification
- Budgetary and finance-management skills
- Experience of creating and implementing administrative systems ideally within a IT or technical theatre environment
- Contacts and relationships with suppliers to ensure good working relationships and VFM
- Previous experience of training staff or students and writing user manuals
- Working with Black Magic Design products
- Admin portal experience
- An appreciation of dance and the wider arts
- Understanding of GDPR requirements and processes

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working as part of a small, friendly, operations and development team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.



TERMS & CONDITIONS

POST

Technical Theatre & IT Manager (Full time)

REPORTING TO

Deputy Principal

SALARY

£27,000 to £29,000 per annum, dependent on experience

HOURS

8.30am – 4.30pm, Monday to Friday during non-performance weeks. Additional hours may be required on occasion and evening work will be required during performance weeks towards the end of each term (currently four weeks a year).

RIGHTS TO WORK IN THE UNITED KINGDOM

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

DBS CHECKS

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.

BENEFITS

Annual entitlement to 21 days holiday plus bank holidays; TOIL / payment of overtime (where relevant); optional pension scheme; Employee Assistance Programme; Cycle2Work Scheme; staff training and CPD opportunities; a friendly, inclusive and accessible working environment.

LOCATION

The role will be worked onsite at Rambert School, St Margarets Drive, Twickenham, TW1 1QN and at external theatres and venues on occasion.

N.B. There is no lift access to the upper floor of Clifton Lodge, making it only partially accessible to wheelchair users.



APPLICATION PROCESS

APPLICATION

Submit CV, Cover Letter and Equal Opportunities Monitoring Form to hr@rambertschool.org.uk by 9am on **Monday 8 November 2021**

INTERVIEWS

w/c 15 November 2021 (Second interviews may follow)

START DATE

Preferably by w/c 29 November 2021 for handover, subject to candidate availability

If we can help to make any stage of the application and recruitment process more accessible to you, please let us know.

OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Rambert School is an equal opportunities employer, meaning we are committed to providing equality of opportunity to our staff, Trustees, and applicants, regardless of their age, disability, gender, gender reassignment status, marriage or civil partnership status, parental status, race, religion, belief, or sexual orientation. We are committed to creating a diverse

workforce and Board of Trustees that is representative of our wider society and actively encourage applications from people from all backgrounds. We encourage and embrace difference in our staff and Board and foster a culture of inclusivity. We have adopted the Halo Code, championing the right of all members of the School community to embrace all Afro-hairstyles, and we welcome the wearing of headscarves and hijabs. As an organisation, we have committed to a Racial-Justice and Anti-Racism Action Plan.

WHAT THIS MEANS FOR OUR RECRUITMENT PROCESS

- A broad search, promoting our opportunities through as many different channels as possible, to ensure that we attract high quality applicants from diverse backgrounds.
- A structured shortlisting and interview process, conducted by more than one person.
- Making every effort to eliminate discrimination, direct and indirect, from the recruitment and selection process.
- Making necessary reasonable adjustments, where possible, throughout the recruitment and selection process to reduce any potential barriers and ensure equality of access for all applicants.



**Rambert School of Ballet
and Contemporary Dance**

Clifton Lodge
St Margarets Drive
Twickenham
TW1 1QN

Find us online at
rambertschool.org.uk

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on    

Rambert School is a part
of the Conservatoire for
Dance and Drama

RAMBERT SCHOOL



University of
Kent



TEF Gold

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