

VENUE TECHNICIAN





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE SPACE

Built in 2010, to accommodate the Music and Drama departments of Sevenoaks School and inspired by Snape Maltings and the Barbican, The Space is a performing arts centre for the school and the surrounding community.

The facilities include the Pamoja Hall (seated capacity 410), the stage capacity for a 100-piece orchestra with adjustable acoustics. The Recital Room has a seated capacity of 80 for solo and chamber performances, and expansive natural



lighting with views into Knole.

The Space incorporates the Sackville Theatre, a purpose-built venue with flexible space auditorium, offering a wide range of different staging and seating configurations available, which was completed in 1981 and has seating for up to 230. Additional theatre facilities include the Ordovsky-Tanaevsky Drama Studio, an informal studio setting fully equipped with sound and lighting support, suitable for smaller/workshop theatre and as a rehearsal space. There is also a fully equipped sound recording studio, teaching spaces and 15 dedicated acoustically treated music practice rooms. A generous Lower Foyer space opens onto a terrace, looking towards Knole with bar facilities and seating.

The Space has welcomed a diverse set of artists and speakers, and hosts events for the local community, including the annual Sevenoaks Summer Festival.

Largely built from natural materials, the building uses the latest sustainable technologies and is naturally ventilated, with ground water cooling. The building has solar water heating and all spaces feature daylight and automatic lighting controls. The Space has won numerous awards: the Commercial & Public Access category in the 2010 Wood Awards, Best Education Building in the 2010 Brick Awards, and a RIBA Award (South East Region) in 2011. It was nominated for the Kent Design Award 2012 for Best Public Building.

THE ROLE

The venue's technical support is currently provided by 3 members of staff, with the aim of delivering a coherent and flexible technical service to all users of the performing arts centre. In many events, the Technician would be the sole Sound and LX Engineer, operating or supervising the operation of all Space equipment within The Space. At times you might be the sole Sevenoaks School member of staff. You would need to take ownership of the whole building, managing and communicating the Hirers and covering responsibility for the audience for most commercial events. This role would be to manage all technical requirements for the customer.

REPORTING TO

The Space Technician reports to the Operations Manager.

MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for all technical set-up of these events within the Space Performing Arts Centre.
- To manage events throughout the year for both the school and commercial events held within The Space. This will include school holidays, evenings and weekend work.
- To be the Duty Space first aider (training is supplied).
- To understand and undertake all fire regulations, required for performances within



The Space.

- To supervise/operate all technical resources of the centre, including lighting and sound equipment and all other electrical equipment.
- To supervise/advise hirers of H&S regulations.
- To Specify and source specific equipment for performances.
- To record events either just audio or video, when requested.
- Take ownership and responsibility of an event from beginning to end including questioning requirements, timings, costs and clearing and reporting of the event.

PERSON SPECIFICATION

- Relevant experience in the use of both lighting and sound equipment, in both operation and installation.
- Experience working in a school environment would be desired but not essential.
- Proven experience of managing events from the technical side.
- Able to work effectively independently, demonstrating strong self-motivation and initiative.
- Have both the knowledge and experience to work under an emergency ie know to evacuate a building and the processes there after.
- Possess a commitment to high quality production work.
- Flexible approach to weekend and evening work.
- Have a willingness to commit to the varied and

busy life of a school environment.

- Must have good interpersonal skills and confident in communicating verbally and via written media.
- Must be proactive and understand that our success requires the customers' event to be a success.
- Have Arts industry knowledge and experience of Concerts and Drama events.
- Knowledge of Dante networking.
- Possess a relevant professional qualification (e.g. Degree, BTEC, ABTT Bronze Award or similar).
- A can do attitude.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This is a full-time role, the basic hours are 40 hours per week, Shifts will be worked flexibly across 4–8 hour shifts, scheduled between 7:30am and 10:00pm, seven days a week. Working patterns may include evenings and weekends, and flexibility will be required to meet the demands of the role during peak times throughout the year.



SALARY

A salary of £32,000 - £35,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their

concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 03/05/26 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application



form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.