



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

OUR VALUES

**ACTIVELY
WIDENING
ACCESS**

**OUR HERITAGE
NOURISHES
OUR FUTURE**

**STRIVING FOR
EXCELLENCE**

**NURTURING
INDIVIDUALS**

**ALWAYS
INNOVATING**

WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

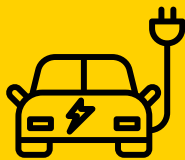
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS
PENSION
SCHEME**



**TECH AND
ELECTRIC
VEHICLE SCHEME**



**CYCLE TO
WORK
SCHEME**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**LEARNING AND
DEVELOPMENT
OPPORTUNITIES**



**SEASON
TICKET
LOAN**



**GENEROUS
ANNUAL
LEAVE**



**DISCOUNTS
OFF A VARIETY
OF BRANDS**

**THEATRE AND
AV TECHNICIAN**

APPLICATION DETAILS

LOCATION:

White Lodge, Richmond Park
and Upper School, Covent
Garden

HOURS:

35 hours per week, Monday -
Friday. Occasional evenings
and weekends, compensated
via TOIL

ANNUAL LEAVE:

30 days per annum (to be taken
primarily outside of term time)

SALARY:

Based on knowledge,
skills and experience

REPORTS TO:

Artistic Operations and Production
Manager, with additional oversight
from the Head of IT & Digital

APPLICATION CLOSING DATE:

28 August 2026



OVERALL PURPOSE OF THE ROLE

A practical, hands-on technical role providing theatre, production and AV support for the School's performances, production events and artistic activities. The post holder will be responsible for the delivery of technical operations across lighting, sound, stage support and multimedia, supporting the delivery of high-quality in-house and external performances through technical preparation, operation and maintenance of equipment and performance spaces.

SUMMARY OF THE ROLE

This role would suit an experienced theatre technician with a strong understanding of live performance production and the practical requirements involved in delivering performances and events. Working closely with the Artistic Operations and Production Manager, artistic teams, and students, the post holder will take operational responsibility for the technical delivery of performances and production activity, contributing from technical preparation through to delivery.

The role includes providing lighting, sound and stage support for in-house performances, rehearsals and production events, ensuring technical requirements are planned, prepared and delivered to a high standard. The post holder will be confident working across both Windows and Mac operating environments and will support the effective use of specialist creative and production software used throughout the School's performance, recording and content creation activities. For external performances, they will liaise with production teams and venues to communicate and coordinate technical requirements, supporting the practical arrangements necessary to enable performances to take place.

In addition, the role supports a range of AV requirements, including filming, editing and maintaining the School's performance media archive and may include live streaming, media playback, digital content capture, post-production editing, media storage and archive management, working closely with the IT & Digital Department where production technologies interface with wider School systems and infrastructure. The post holder will take a flexible and collaborative approach, working across departments and School sites to support the varied technical needs of a busy performance environment.



MAIN DUTIES

TECHNICAL DUTIES

- Provide technical support for School performances, rehearsals and production events, including lighting, sound and stage support, ensuring technical requirements are effectively prepared and delivered
- Undertake the setup, operation and maintenance of lighting, sound, recording, streaming and multimedia systems, ensuring equipment, software and associated hardware platforms are configured and functioning to required standards
- Provide technical guidance and support to staff and students using the School's theatre and performance spaces
- Work across technical disciplines, demonstrating flexibility and a willingness to support a range of production requirements
- Support the sourcing and use of specialist equipment and external technical support where required
- Configure and support specialist production software including QLab, OBS Studio, Adobe Creative Cloud applications and other theatre, AV and content creation tools used by the School
- Contribute to the safe and effective running of performance spaces.

PRODUCTION AND EVENT SUPPORT

- Work collaboratively with the Artistic Operations and Production Manager, artistic teams and other departments to support the technical delivery of production activity across the School
- Attend production meetings, technical rehearsals and performances, contributing relevant technical information and input as required
- Support the planning and preparation of performances and production events, including technical specifications for recording, streaming, media playback and digital production requirements
- Provide technical information for external performances, liaising with production teams and venues to coordinate requirements
- Maintain effective working relationships with colleagues across the School
- Work with freelancers and external technical support providers to coordinate additional technical resources where required
- Carry out other reasonable duties consistent with the scope and level of the role.

AUDIO VISUAL (AV) DUTIES

- Record and archive all School in-house performances to an agreed standard and format
- Assist with filming, editing and preparation of performance footage for artistic, academic and archival purposes
- Maintain the School's AV media archive, ensuring footage is accurately labelled, stored and retrievable
- Support students and staff with video recording requirements, including rehearsals, assessments and audition submissions
- Manage digital media workflows, including file transfer, storage, backup, metadata tagging and archive retrieval processes
- Support livestream and hybrid event delivery, including camera operation, video switching, audio integration and streaming platform configuration
- Work with relevant colleagues, including the content team where appropriate, to support the effective use of performance media.

HEALTH & SAFETY, EQUIPMENT & TECHNICAL SYSTEMS

- Take personal responsibility for the safety of self and others, complying with and promoting safe working practices within studios and performance spaces
- Undertake Health & Safety and other relevant training as required
- Maintain clean, organised and safe working environments across performance and technical spaces
- Contribute to risk assessments and safe working procedures for theatre and event activities
- Report near misses, incidents and accidents in line with School procedures
- Maintain an accurate inventory of technical equipment and materials, ensuring items are stored safely and are accessible
- Undertake routine maintenance, testing and basic troubleshooting of technical equipment, ensuring it is safe, functional and performance-ready
- Advise the Artistic Operations and Production Manager on equipment condition, maintenance, lifecycle planning and potential upgrades
- Work collaboratively with the IT & Digital Department where production technology interacts with School systems, including Windows and macOS devices, network-connected AV systems, software licensing, storage infrastructure, cybersecurity requirements and technical standards.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Demonstrable experience working in technical theatre within a producing organisation or venue, with a strong understanding of live production processes from technical preparation through to performance delivery
- Relevant qualification or equivalent practical experience in technical theatre, production or a related field
- Experience supporting the technical delivery of performances, rehearsals and events, including liaising with internal and external production teams and venues
- Proven practical skills in lighting, sound and stage operations, including the ability to operate digital lighting and sound systems (e.g. ETC consoles and digital mixing desks), with working knowledge of audio networking and support for live performance
- Experience using specialist production and AV software including QLab, OBS Studio, Adobe Creative Cloud applications (Premiere Pro, After Effects and Audition), and video editing platforms to support playback, recording, streaming and content creation
- Experience supporting AV activity, including filming, editing and managing digital media and archives
- Experience administering or supporting networked AV systems and audio-over-IP environments
- Ability to maintain high production standards, with strong organisational skills and the ability to prioritise workload and respond to changing operational demands
- Strong communication skills, with the ability to work effectively with technical and non-technical users, including staff and students
- Ability to work independently using initiative, while contributing effectively as part of a team
- Commitment to safe working practices, including experience of manual handling and working at height
- Flexible approach to working hours, including evenings and weekends as required
- Strong working knowledge of Microsoft Office, including Word and Excel
- Empathy with the aims and ethos of the School.

DESIRABLE CRITERIA

- Experience working in dance, ballet or a similar performance environment
- Experience working in theatre within a school, college, university or conservatoire setting
- Experience contributing to health and safety processes, risk assessments and safe working procedures
- Relevant training in working at height, manual handling and/or electrical safety
- Experience supporting and advising young people in technical theatre and production.



SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.



**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

