



Middleton Grange School

Theatre Manager, Technical Support and Venue Hire Coordinator

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
-----------	------------	---------	----------------------

Directly Accountable to:

For Theatre Manager and Venue Hire: Report directly to the Property Manager

For Technical Support: Report directly to SLT member with the appropriate portfolio

Functional Relationships:

- Director of Performing Arts (DPA)
- Senior Leadership Team (SLT)
- School Staff
- Students and Tech Crew
- Community Venue Hirers
- External Contractors and Suppliers

The Theatre Manager, Technical Support & Venue Hire Coordinator is responsible for the effective management, operation, and promotion of The Grange Theatre and associated Performing Arts facilities. The role oversees theatre technologies, venue maintenance, technical support for school productions and events, coordination of venue hire operations, and management of technical resources and equipment.

The position also manages venue bookings and client relationships, providing a high standard of service to both internal stakeholders and external hirers while contributing to the successful delivery of school events and productions.

Support Staff

25 Hours per week

52 weeks per year

Covered by the most recent Support Staff in Schools' Collective Agreement – Grade and Step dependent on experience

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.

- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Theatre Manager

- Ensure The Grange Theatre technologies are functional for school events and at the beginning of each week.
- Set up additional technologies associated with the hires of the venue as required
- Ensure The Grange Theatre technologies are functional at the start of the school week, ready for school use.
- Promote The Grange Theatre using social media channels
- Strategise and plan for overhauls of areas that need significant development and work to improve the quality of the space
- Arrange for equipment maintenance with the performing arts technician as required:
 - Replacing bulbs and gels in the theatre lighting fixtures
 - Maintain an adequate supply of replacement bulbs for lighting fixtures in The Grange Theatre & the Drama Studio
 - Arrange repair of theatre technologies as required - amps, dimmers, desks, projectors, speakers, microphones, comms system
 - Arrange repair of seats in The Grange Theatre as required
- Connect with the MGS Tech Crew students to assist with repairs of the space when appropriate
- Establish and maintain a plan for the regular maintenance of specialist technologies in the Performing Arts facilities:
 - Organise winch and curtain maintenance
 - Organise hearing loop certification
 - Arrange for lighting rig focus, mass gel changes & cleaning when required
 - Keep a register/stock take of The Grange Theatre Technologies

September 2026

Technical Support – School Facilities & Performing Arts

- Respond to tickets & reports of damage in theatre, ancillary rooms, dressing rooms, green room, studios, dock, drama studio, dance studio, music studios
- Connect with the MGS Tech Crew students to assist with repairs of the spaces when appropriate
- Provide technical support or oversee technical support for the Performing Arts programs within the school:
 - Set up and maintain classroom technologies in the Performing Arts rooms.
 - Provide technical support for Performing Arts events such as School Production, Rock Night, Cafe Acoustique, The Jazz Show, Easter Assemblies, Performing Arts Awards Evening, and other events as requested by DPA.
 - Provide or delegate technical support for Music Department and Drama Department assessment programmes when required.
- Respond to reports of damage or repairs required at the Primary Hall & gyms - usually requires requesting a third party to come and fix the issues.
- Maintain the health of the school's media gear
- Setup the school's media student team with expectations and basic camera operation
- Copy SD card files to hard drives

Music Department Technical Support

- Assist the Music Department staff with the set up and management of Music Department venues, including classrooms, studios rehearsal and storage rooms.
 - Tune and restring guitars and other stringed instruments
 - Oversee the repair of damaged and/or broken instruments
 - Keep an up-to-date technologies and instruments register
- Respond to tickets & reports of damage in the Music Department
- Connect with the MGS Tech Crew students to assist with repairs of the spaces when appropriate

Performing Arts Venue Hire

- Take bookings for the Performing Arts Centre (Theatre, Drama Studio, Dance Studio, Foyer & Whare) and refer other booking requests to the appropriate staff member
- Manage bookings for the Performing Arts Centre
- Respond to emails from clients within 48 hours
- Ensure no booking clashes with performance rehearsals or events
- Keep the booking calendar up to date
- Show prospective hires around the venue and discuss requirements
- Create a hire schedule in preparation for invoicing
- Price the booking and send out a contract

September 2026

- Organise venue hosts for the event. If required, arrange a technician.
- Host or tech for clients as desired.
- Work with the Property Manager to organise cleaning for hires as required
- Work with the Property Manager to manage disputes & find solutions to problems regarding hires
- Ensure The Grange Theatre technologies are functional before & after hires.
- Set up additional technologies associated with the hires of the venue as required
- Arrange and report equipment maintenance as required

Skills and Experience

Essential

- Experience in event or technical production management.
- Strong knowledge of professional audio, lighting, staging, and AV systems.
- Proven event coordination and operational planning skills.
- Excellent organisational and time-management skills.
- Ability to manage multiple projects and competing priorities.
- Strong communication and interpersonal skills.
- Experience supervising staff, volunteers, or students.
- Competence with Microsoft Office and digital scheduling systems.
- Understanding of health and safety requirements in event environments.

Desirable

- Venue hire or facilities management experience.
- Theatre production or stage management experience.
- Familiarity with KAMAR and school systems.

This position description outlines the primary duties and responsibilities of the role. It is not intended to be exhaustive. The Principal reserves the right to vary duties and responsibilities to meet the changing needs of Middleton Grange School.

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

September 2026