

For the academic year 2022-2023, we are looking to fill some positions of responsibility within the Drama Department. These roles will give you valuable leadership experience, help build your organisational and time-management skills and will be an excellent addition to any further education application. The roles available are:

Drama Captain

Tech Captain

Director: Sixth Form Play

Assistant Director: Senior School Play

Assistant Director: Lower School Musical

Assistant Director: TIE Tour

Primary School Drama Club Leaders

Drama Captain

When?: All year

The Drama Captain is the key pupil representative for the Drama Department. Not only will you be the face of DRAMA, sharing your enthusiasm for performance far and wide, but you will also be a key point of contact for pupils who want to get involved.

Key responsibilities:

- Actively advocate for the department and its co-curricular activities, encouraging pupils to get involved & disseminating necessary information.
- Support the promotion of the Drama Department when needed including at Options Evenings, & talks to parents.
- Be on hand to support Drama events and productions. You should be the first person to keenly volunteer for any and every event!
- Come up with new ideas for competitions and ways to get pupils involved in Drama, and help create promotional materials.

Person specification:

- You do not have to be studying Drama A-Level to apply for the role, but you should have evidence of your commitment to the department through co-curricular participation.
- You must love Drama, theatre, performance and the arts, and want to share your enthusiasm with others.
- You should be organised, have good time-management skills and be able to use your initiative.
- You should be confident, friendly and approachable to help encourage pupils from across the school to get involved.

Tech Captain

When?: All year, with key responsibilities being during productions

The Tech Captain represents all the pupils involved backstage. You will lead a pupil production team, help put on shows and encourage non-performers to explore the technical side of Theatre.

Key responsibilities:

- Take on a Stage Management or other lead role within the backstage team on a production.
- Work closely with Mr Baddeley on the design, preparation and running of a production.
- Help make props/costumes as and when needed.
- Encourage your peers and younger pupils to get involved backstage.

Person specification:

- You should have some experience of working backstage on a production.
- You should have an interest in the technical elements of theatre, such as lighting, sound, costume, set, and stage management.
- You could be artistic, and have an interest in making props or costumes
- You should be quite disciplined and be willing to pitch in where necessary on a production.

Director: Sixth Form Play

When?: Sept-Feb. Performances in the week before February Half Term.

The Sixth Form Play will be an entirely student run project, led by you, the Director. You will choose a play, cast it with members of both L6 & U6, rehearse it and put it on for an audience. This role could be shared between two; you can choose to apply with a friend.

Key responsibilities:

- Find a play which you think would be engaging for you and your peers, and come up with a clear concept for your production
- Hold an audition process to cast your play
- Run weekly rehearsals; plan rehearsal schedules; block scenes etc
- Work in collaboration with the Tech Captain & Mr Baddeley to decide on your stage, lighting & sound design

Person specification:

- You should be a confident leader, ready to take charge and shape a production your way.
- You should have some performance or directing experience, & a keen to desire to develop your directing skills.
- You should be creative, able to think outside the box and be willing to experiment with new ideas.

- You need to be able to work productively with others and create an encouraging, focused rehearsal environment

N.B: If applying for this role, you should offer some suggestions of plays you might want to put on in your personal statement.

Assistant Director: Senior School Play

When?: September-December

The Assistant Director will be on hand to support the Director in the production of the Senior School Play. Please note; the assistant director cannot be in the cast. This role would suit someone keen to be involved, but not wanting to take on a performing role.

Key responsibilities:

- Support the Director in a variety of capacities.
- Act as a liaison between cast & Director.
- Attend all rehearsals, occasionally taking small numbers of the cast to rehearse or block scenes.
- Liaise with the pupil production team when necessary.

Person specification:

- You should have a keen interest in learning about Direction.
- Have experience performing on stage
- Be professional, discreet, reliable and supportive. You will be working closely with both staff and fellow pupils and must be able to behave appropriately and professionally in all situations.

Assistant Director: Lower School Musical

When?: Oct-March

The Assistant Director will be on hand to support the Director in the production of the Lower School Play.

Key responsibilities:

- Support the Director in a variety of capacities.
- Act as a liaison between cast & Director.
- Attend all rehearsals, occasionally taking small numbers of the cast to rehearse or block scenes.
- Liaise with the pupil production team when necessary.

Person specification:

- You should have a keen interest in learning about directing Theatre.
- You should have experience of performing in school productions. Experience performing in musicals would be particularly helpful!
- Being able to sing and/or dance would be helpful.
- You should be friendly, approachable and helpful. You'll be working with 1st-3rd years who will need support and encouragement, which you will be on hand to give!
- You should be organised, willing to pitch in where necessary, reliable and be excited to work with younger year groups.

Assistant Director: TIE Tour

When?: Jan-May

The Assistant Director will be on hand to support the Director in the production of the Theatre in Education tour to local primary schools. The TIE performances will be created & performed by Third Years.

Key responsibilities:

- Support the Director in a variety of capacities when working with the 3rd Years.
- Support the creation of a Theatre in Education piece, tailored to primary school aged pupils.
- Accompany the Director & cast on a week long lunch time performance tour of local primary schools.
- Help source any necessary props & costume, as well as operating any sound tech during the performances.

Person specification:

- You should enjoy devising and creating new material for the Theatre.
- You should be empathetic, thoughtful and understanding of issues that might be explored with primary aged audiences.
- You should be reliable, resourceful and have good organisational skills.
- You should enjoy working with younger pupils. You will be working closely with 3rd Years as well as being around primary school pupils during the tour week.

Primary School Drama Club Leader

When?: All year

We are looking for 2-4 students to run a Drama Club for students from St John's Primary School. You will be in charge of planning and leading Drama club sessions for the pupils. You will be working towards a performance or showcase for the parents of the pupils.

Key responsibilities:

- Plan sessions appropriate for the age group which includes games, exercises and opportunities for performance.
- Run fun & engaging sessions, ensuring the health and safety of the pupils involved.
- Create an energetic, exciting environment for the pupils to express themselves and have a good time.
- Plan and prepare a performance evening to parents.

Person specification:

- You should enjoy working with young children. Experience of working with primary school aged pupils would be a bonus!
- You should have plenty of energy, enthusiasm and creativity.
- You'll need to be patient, supportive and encouraging of younger pupils.
- You will need to be organised, a confident leader and focused when need be.

If you would like to apply for any of the roles listed, please email a personal statement, explaining your suitability for the role, to gabi.guttner@caterhamschool.co.uk. You are welcome to apply for more than one position, however please make it clear in the email which roles you would like to be considered for. **Deadline for applications is 9am on Friday 24th June.**