



Theatre Technical Manager

OSC Mission

Compassion. Courage. Curiosity.

The Overseas School of Colombo is seeking a skilled and experienced Theatre Technical Manager to support our vibrant Visual and Performing Arts programme.

This role is central to the successful delivery of performances, events, and learning experiences within our Auditorium and Black Box spaces, working closely with faculty and students to bring productions to life.

Position Overview

The Theatre Technical Manager collaborates with the Head of Visual and Performing Arts and faculty to support the strategic academic goals of the school, particularly in relation to theatre and performance-based learning.

The role combines technical expertise, operational management, and student mentorship, contributing meaningfully to both curricular and co-curricular programmes.

Guiding Principles

- Supports and advances the mission of The Overseas School of Colombo
- Supports student learning and achievement through collaboration and best practice
- Promotes the curriculum in alignment with IB philosophy and goals
- Supports and advances international education
- Applies current research and best practices in decision-making

Overall Responsibility

To set up, operate, and maintain sound, lighting, multimedia, and related equipment and facilities for performances, lectures, conferences, exhibitions, events, and examinations.

Key Areas of Responsibility

- Set up equipment based on requirements from teaching staff, event organisers, and exhibition designers, or design appropriate sound, lighting, and multimedia solutions for performances
- Operate technical equipment during rehearsals, live productions, conferences, and events
- Oversee the video recording of MYP and DP Theatre performances and examinations
- Manage the booking system for the Auditorium and Black Box, including related procedures
- Provide technical support, including real-time troubleshooting and fault resolution
- Conduct scheduled maintenance checks, including portable appliance testing where required
- Train staff and students in the safe and effective use of equipment
- Carry out equipment audits and recommend upgrades and purchases
- Ensure the security of all technical equipment within performance spaces
- Maintain health and safety standards in all technical operations and spaces
- Liaise with the Facilities and Maintenance Department, including overseeing cleaning schedules
- Collaborate with faculty to support staging requirements for school productions
- Liaise with external clients, supporting the use of Auditorium facilities by the wider community
- Mentor students in sound and lighting design, supporting their learning and creative development within theatre productions

Preferred Qualifications

- Technical background in electrics/electronics, broadcasting/recording, multimedia, or sound and lighting design
- Minimum of 8 years' experience in a relevant field
- Fluency in written and spoken English
- Positive attitude and commitment to the OSC mission

Preferred Knowledge and Skills

- Strong organisational skills
- Excellent technical knowledge across sound, lighting, and multimedia systems
- Clear and effective communication skills
- Strong troubleshooting and problem-solving ability
- Creative approach to technical challenges
- Good IT skills
- Ability to work independently and collaboratively
- Ability to work under pressure and meet deadlines
- Flexible and adaptable approach to varied responsibilities
- Commitment to ongoing professional learning
- Awareness of health and safety practices
- Strong interpersonal and customer service skills when working with students, staff, and external clients

Communication

Maintain professional relationships with colleagues, students, parents, and members of the wider community.

To Apply

Please submit your CV, letter of application, and references to hr@osc.lk on or before 28 April 2026.

Start Date

Immediate

Important Note

Only applications that include a CV, letter of application, and references will be considered. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.

Safeguarding and Equal Opportunity Statement

OSC is unwavering in its commitment to safeguarding and promoting the welfare of all children and young people. We implement rigorous, safer recruitment practices to uphold the highest standards of child protection, ensuring all staff meet our stringent safeguarding requirements. All successful applicants will undergo comprehensive child protection screening.

OSC is an equal opportunities employer, dedicated to fostering an inclusive and diverse community where individuals are treated with respect and dignity.