

JOB DESCRIPTION

POST TITLE	:	Theatre & Production Operations Technician
LOCATION	:	On site delivery
SCALE	:	Support Scale
SALARY	:	Up To £30,340
RESPONSIBLE TO	:	Head of Creative Arts & Digital
CLOSING DATE	:	12.00pm, Friday 30 October 2026
INTERVIEW DATE	:	Monday 9 November 2026

Main Purpose of the Post

To lead the day-to-day technical and operational management of the College Theatre and associated performance spaces, providing specialist technical support for curriculum delivery, productions, visiting productions, commercial venue hire, external events and wider College activities.

The postholder will ensure that theatre facilities, technical resources and production assets are maintained to a high standard, supporting an outstanding learner and client experience. They will also support the effective commercial use of the College's performance venues, helping to maximise income-generating opportunities and ensuring the professional delivery of events both within and outside standard College operating hours.

Responsibilities

- 1 Manage the day-to-day operation of the College Theatre and associated performance spaces.
- 2 Provide specialist technical support across Dance, Drama, Musical Theatre, Music and wider Creative Industries provision.
- 3 Plan, prepare and deliver the technical aspects of productions including lighting, sound, AV, staging and technical rehearsals.
- 4 Design, programme and operate lighting and technical systems for productions and events.

- 5 Support the construction, installation and maintenance of scenery, staging and production equipment.
- 6 Manage costume, prop and scenery stores including organisation, maintenance, inventories and sourcing.
- 7 Coordinate and support commercial venue hires, visiting productions and external events, acting as the principal operational and technical contact for clients from initial planning through to event delivery.
- 8 Liaise with Estates, Security, Hospitality, curriculum teams and external organisations to ensure successful event delivery.
- 9 Coordinate theatre bookings and provide technical and operational support for College performances, awards ceremonies, open events, conferences, recruitment activities, visiting productions and external events.
- 10 Act as the lead operational and technical contact during allocated evening, weekend and out-of-hours events, ensuring that venues are operated safely, professionally and in accordance with College procedures.
- 11 Support the promotion and effective commercial use of the College Theatre and associated performance spaces, contributing to income generation by helping to identify, develop and deliver venue hire and external event opportunities.
- 12 Maintain theatre equipment, lighting, sound, staging and AV systems, undertaking planned preventative maintenance.
- 13 Maintain asset registers, inventories and equipment records and support procurement and replacement planning.
- 14 Source production materials, props, costumes and specialist equipment, obtaining quotations where appropriate.
- 15 Support theatre improvement projects, maintenance works and venue developments during quieter operational periods.
- 16 Develop and support student technical crews and promote safe working practices.
- 17 Maintain workshop, theatre and storage areas in accordance with Health & Safety requirements.

- 18 Work flexibly across the year to support the operational requirements of the Theatre and associated performance spaces. Regular evening and weekend working will be required to support productions, commercial venue hires, conferences, visiting productions, external clients and College events, including during College holiday periods where required.
- 19 Ensure full compliance with key College policies and procedures, including Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Data Protection.
- 20 To carry out such other duties as the Principal may reasonably require..

HOURS: 37 hours per week (52 weeks per year).

Due to the nature of the role, a flexible approach to working hours is essential. Regular evening and weekend working will be required as part of the role to support productions, performances, commercial venue hires, conferences, visiting productions, external events and wider College activities. Working during College holiday periods may also be required according to the annual events and production schedule.

Working hours will vary in line with the annual production calendar, venue bookings and operational requirements. Wherever practicable, these arrangements will be planned and agreed in advance and managed in accordance with College policies and procedures.

PERSON SPECIFICATION

POST: Theatre & Production Operations Technician
DIVISION: Creative Arts & Digital

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education	E	Application form
2	HE Qualification in Technical Theatre, Production Arts, Live Events, Stage Management or related subject.	D	Application form
3	FE qualification in a Performing Arts subject	D	Application form
4	FE Teaching qualification	D	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Technical theatre lighting and sound systems.	E	Application form/ Interview
2	Ability to plan and manage the technical and operational delivery of events.	E	Application form/ Interview
3	Ability to act as the lead technical contact for clients, visiting companies and external organisations.	E	Application form/ Interview
4	Understanding of commercial venue operations and customer service.	E	Application form/ Interview
5	Ability to work safely and make appropriate operational decisions when working independently or outside standard College hours.	E	Application form/ Interview
6	Excellent organisational and planning skills.	E	Application form/ Interview
7	Ability to manage multiple productions and competing Priorities.	E	Application form/ Interview

8	Excellent communication and stakeholder management	E	Application form/ Interview
9	Awareness of Safeguarding legislation	D	Application form/ Interview
10	Knowledge of Health & Safety within theatre	E	Application form/ Interview
11	Competent IT skills including Microsoft Office	E	Application form/ Interview

EXPERIENCE

1	Supporting live productions and performances	D	Application form/ Interview
2	Supporting commercial venue hires, visiting Production or external events	D	Application form/ Interview
3	Acting as the lead technical or operational contact during live events	D	Application form/ Interview
4	Working with external clients and delivering a professional customer experience.	D	Application form/ Interview
5	Lighting operation/programming	E	Application form/ Interview
6	Theatre and venue management.	E	Application form/ Interview
7	Set construction and workshop practices.	D	Application form/ Interview
8	Asset and equipment management.	D	Application form/ Interview
9	Working flexibly including evenings and weekends.	D	Application form Interview

PERSONAL

1	Professional and customer focused	E	Interview
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2	Proactive and able to work independently.	E	Application form/ Interview
3	Collaborative team player.	E	Application form/ Interview
4	A commitment to delivering an outstanding learner client experience	E	Application form/ and Interview
5	Committed to continuous professional development.	E	Application form/ Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*