



Job Description: Theatre Technician

Salary/Grade: NJC Scale 2, Points 3-4 £26,238 - £26,634 FTE 36 hours per week

Hours per week: Hours are annualised and the salary is inclusive of unsocial hours involving evening and weekend working.

Location: Langley Park Centre for the Performing Arts, Langley Park School for Boys, Hawksbrook Lane, Beckenham, Kent. BR3 3BP

This is a **part-time** role for an average of **13 hours per week**.

This is a temporary contract for a fixed term which will end on 31st August 2026.

Start date is as soon as possible.

Reporting to: Theatre Manager, Director of Drama and Director of Music

Purpose of the job

To operate and maintain sound, lighting and AV equipment in the Performance Hall (500 capacity), Lecture Theatre (120 capacity), 2 Drama Studios (60 capacity each) at Langley Park Centre for the Performing Arts within Langley Park School for Boys. To liaise with users to ensure first class technical service for all events. To operate lighting/sound/projection and other equipment at events and book freelance staff where required. To support the Theatre Manager in ensuring that the Performance Hall is safely managed.

Responsible for

- Liaising with staff, hirers, and promoters (clients) to ascertain the requirements of events and to advise on facilities and resources available.
- To arrange and carry out site visits with clients, accurately recording technical requirements in the event sheet for the relevant event.
- Working with the Theatre Manager to ensure that technical requirements, as recorded in the event sheet, are quoted to the client prior to the event and accurately invoiced post event.
- Co-ordinating and attending get-ins, fit ups and get outs of events.
- Operating stage lighting, sound, projector and other technical equipment as required.
- Timely booking of freelance staff as necessary to ensure events are adequately run.
- Order supplies as required to ensure events can be successfully staged.
- Advise staff and clients in the use of Theatre equipment. Ensure safety standards relating to the staging of events are maintained, in accordance with licensing regulations and H&S regulations.
- Liaising with the site team to ensure periodic inspections of technical equipment and maintenance when required.
- Carry out PAT testing, the cleaning of lanterns, minor repairs and the safe and ordered storage of equipment.
- Supporting and mentoring the students who are learning theatre technical skills for school events.

Health & Safety

- Taking responsibility for personal health and safety, and the health and safety of others.
- Carry out and annually review Risk Assessments for technical activities.
- Excellent knowledge of the Rules of Management for Public Entertainment.
- Being familiar with and complying with the School's Health and Safety policies.

Other

- Undertaking other such duties as may be necessary within the scope of the post.
- **Working Times**
Hours and times will vary according to the programme of events, averaging 13 hours per week over the year. The majority of the hours will tend to be worked at evening and weekends with weekend hires forming the main bulk of hours. You should be available to work the majority of weekends throughout the year.
- Aspects of the job require manual lifting and moving of heavy staging as well as potentially working at heights.

Person Specification – Theatre Technician

Qualifications & Experience

- An interest in, and experience of, technical work in a theatre or public entertainment environment.
- Experience of operating sound and lighting equipment.
- Experience of working as part of a team.
- Experience of carrying out risk assessments in a technical environment is desirable.
- Experience of rigging, production management and stage management is desirable.
- This role would suit someone currently working towards, or newly qualified in, a course related to Technical Theatre.

Knowledge & Skills

- Strong interpersonal skills and ability to build and form good relationships with clients and colleagues.
- Knowledge of lighting/AV/sound/staging requirements.
- Knowledge of health and safety in entertainment venues.
- Excellent communication skills appropriate to the need to communicate effectively with colleagues, clients and audiences.
- Effective ICT skills.
- Ability to absorb and understand a wide range of technical information.

Personal Qualities

- Initiative and ability to prioritise one's own work.
- A progressive, positive and forward-thinking attitude.
- A passionate interest in theatre and education.
- Resilience and reliability.
- Able to follow direction and work in collaboration with line manager and colleagues.
- Able to work flexibly to meet deadlines and respond to unplanned situations.
- Recognition of the importance of personal responsibility for Health & Safety.
- Willing to work at height.
- Physically capable of undertaking the requirements of the role.
- An understanding of and commitment to whole-school issues in a co-educational multi-ethnic school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school.

If you would like to discuss the post please contact Liz McGowan, Theatre Manager at lmcgowan@lpsb.org.uk. To apply please send a CV and covering letter to the same address.