



JOB DESCRIPTION

Job Title:	Theatre Technician
Responsible to:	Technical Manager
Responsible for:	N/A
Job Purpose:	To work as part of the Production Department team to deliver the technical requirements of the theatre's produced, presented and creative communities work
Key Relationships:	Senior Technician, Production Administrator, Theatre Technicians, Casual Technicians, Freelance Production Manager, Freelance Crew, Freelance Stage Management

Key Responsibilities:

- To work as a member of the production team and to lead casual technicians (where required and appropriate), in the delivery of all aspects of technical presentation, including but not restricted to: rigging theatre equipment and staging, get-ins, tech sessions, show operation and get-outs
- To operate lighting, sound and audio visual equipment, and perform stage duties as required for each production
- To assist production creative teams and visiting companies as appropriate, ensuring that all technical production elements are undertaken successfully
- To undertake Duty Technician and Appointed Technician responsibilities as and when required
- To undertake the maintenance and ensure the good working order of all technical equipment and any other production facilities or equipment as required
- To assist with PAT testing, electrical inspection testing and other testing as required
- To assist in ensuring that adequate stocks of consumables are held, and all working and storage areas are kept safe and tidy
- To participate in the delivery of technical skills training to Casual Technicians
- To assist with the technical delivery of Creative Communities activity
- To participate in the delivery of technical theatre skills training to young people (e.g. onsite work experience with students from Suffolk New College)

Other

- To contribute to ensuring that a communicative and collaborative working environment is maintained within the department at all times
- To ensure all duties are performed working within current Health & Safety requirements, employing good, safe, working methods and practices, which are also in accordance with the New Wolsey Theatre's Health & Safety policy, procedures and practices
- To support the development and integration of the organisations Inclusivity and Relevance and Environmental Responsibility practices.
- Maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times
- To undertake any other reasonable responsibilities as and when required

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.



PERSON SPECIFICATION

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined below:

- A broad based knowledge of and practice in all technical areas of theatre
- Experience of set construction and stage related technologies
- Knowledge of rigging and patching lighting and sound systems
- Knowledge of operating digital sound desks
- Knowledge of ETC EOS/ION family consoles
- Understanding of radio mics and live mixing of music concerts and musicals
- Knowledge of/ experience using flying systems (hemp/motorised)
- Carpentry skills
- Experience of equipment maintenance
- Knowledge of Health and Safety legislation and relevant working practices
- Experience in a producing house and/or in musical theatre production
- Good IT skills – particularly Microsoft Office
- Driving licence
- A welcoming and inclusive attitude, reflecting New Wolsey Theatre's commitment to equality, diversity and inclusion

The post-holder will be subject to a DBS Check on commencement of their employment, and at regular intervals during their employment.



TERMS AND CONDITIONS

Contract

Permanent, subject to a 6 months' probationary period.

Salary

£27,315 per annum (£13.10 per hour). From 1st April 2025, £28,879 per annum (£13.85 per hour). An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

Hours

40 hours per week. This role will require evening and weekend work to support the delivery of the performance programme.

The rota and pattern of work will change week to week, subject to the theatre schedule.

Shifts are worked on a rota system and will be 5 or 6 days per week between Monday and Saturday, with occasional Sundays when there is a performance. Shifts are frequently scheduled on evenings and weekends. Pantomime performances are scheduled on Christmas Eve and Boxing Day.

Overtime

No overtime payment is available. Any overtime is to be taken as Time Off In Lieu (TOIL) at a later date by arrangement with your line manager.

Location

Based at the New Wolsey Theatre, Ipswich, IP1 2AS. Ideally you will live within 30 minutes' travel to Ipswich and a package to support relocation is available.

Holiday

28 days per year, rising to 33 days after 5 years' continuous service (based on working 5 days per week). You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday.

Uniform

Theatre Technicians will be required to wear black clothing when in rehearsal, on stage or on show call. Personal Protective Equipment (PPE) and clothing will be supplied as required.

Pension

NWT provides a contributory pension scheme for eligible employees with Now: Pensions. Employer contributions 3%, employee contributions 5%

Other Benefits

- Training and personal development opportunities including role specific training and organisation-wide training e.g. Disability Equality Training, Environmental Awareness Training.
- Complimentary and discounted theatre tickets
- Discounts in the theatre Café & Bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced maternity leave pay