

## **Theatre Technician – Job Description**

**Responsible to:**      **Technical Manager**

### **About The Kenton**

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £700k+. The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

### **Purpose of the Role**

We are looking for a Theatre Technician to join our small and friendly team to contribute to the magic of live performances.

Supported by the Technical Manager, they will collaborate with visiting companies and hirers by playing a crucial role in ensuring the smooth and successful delivery of a diverse range of performances and events for our audiences and visiting companies. This will involve setting up and operating lighting, sound and video equipment according to the required specification, ensuring seamless transition and flawless execution.

### **Safeguarding Responsibilities**

The theatre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties are required of all staff:

- Adhering to child protection policies
- Promoting and safeguard the welfare of children and young persons for whom they come into contact with.
- Ensuring full compliance with all statutory regulations, communicating concerns to their line manager and other staff as appropriate.

## **Main duties & responsibilities**

### **General**

Applies to all performances and events.

- Setting up and stage manage performance spaces.
- Setting up, operating and providing technical equipment and support for lighting, sound and video in a clean, orderly and tidy condition as required for each performance ensuring its safe and secure return according to the show schedule.
- Assisting to ensure rehearsals run smoothly.
- Working within set budgets.
- To be the face of the theatre to hirers and visiting companies welcoming and supporting them with their performances.
- To be a keyholder responsible for opening and closing the venue.
- Operating fly and winch systems for safe loading and unloading of equipment.
- Operating the pantomime as part of a co-production.
- Providing first line technical support in the building to other departments.
- Using ladders safely to access fixed lighting perches and booms.
- Repairing and maintaining technical equipment.
- Supervising casual staff and volunteers as required.

### **Housekeeping**

- Providing first line maintenance and support for technical equipment, machines, furniture, fixtures and fittings, ensuring equipment is stored safely and is accessible to others when absent.
- Helping maintain and update the inventory of equipment.
- Liaising with IT over software requirements and system support.
- Maintaining a tidy, clean, and safe working environment.

### **Health And Safety**

- Ensuring all health and safety requirements are met for the use of the performance spaces and creating dynamic or written risk assessments as required.
- Attending training as required and maintain awareness of health and safety regulations specific to the space and equipment used.
- Regularly update and advice users (including hirers) of the theatre's spaces on the safe use of the area and equipment.
- PAT testing.

### **Venue Hire**

- Setting up furniture, lighting, sound and video equipment for performance spaces.
- Where required, provide technical services including operating.
- Using time efficiently to repair and maintain equipment when not required

## **Organisational Commitments**

- Attending staff and team meetings.
- Carrying out any other task required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Being accountable for yourself and others, in line with our Health & Safety Policy and Safeguarding Policy.
- Contributing to our environmental sustainability goals.
- Undertaking relevant training and development as required.

## **Person Specification**

### **Essential**

- A minimum of two years of professional live events technical and production experience for public performances in theatres or AV production.
- Experience or qualification in design of sound and lighting for performances.
- Experience using EOS lighting software
- Experience in the live mixing of sound for bands and musical productions.
- Ability to work flexible hours including late nights and weekends.
- Experience in rigging and flying operations including knowledge of relevant knots and scaffolding.
- Polite and helpful customer facing manner with customer service experience.
- Ability to be self motivated and work effectively unsupervised.
- Strong organisational skills.
- IT skills including use of Word, Excel, PowerPoint, Outlook and Office 365.
- Willingness to undertake an enhanced DBS check.
- Excellent communication and teamworking skills including the ability to communicate technical information with non-technical users.
- A passion and commitment to the arts.
- Excellent timekeeping.

### **Desirable**

- Experience using the house brands of lighting desk (ETC Element) and sound desk (A&H QU24).
- Driving licence and own vehicle preferred due to the nature of the working hours.
- Experience with video cueing systems such as QLab or Show Cue Systems.
- PAT Testing experience.
- Experience in making and repairing cables.
- Working at height training.

## Equality & Representation

The Kenton is an equal opportunity employer and encourages applications from all backgrounds. Please let us know if you require any assistance during the application process. Due to the age of the building some areas are stepped access only. If you have any concerns, please contact the Technical Manager at [david.riley@thekenton.org.uk](mailto:david.riley@thekenton.org.uk) to discuss.

## Application Process

Salary:	£21,840 p/a
Hours:	30 hours per week with the possibility of overtime
Annual Leave:	28 days per annum including Bank Holidays pro rata (rising by one day per year of service to a maximum of 33 days)
Probation:	This post is subject to a three-month probationary period
Contract type:	Permanent
Location:	Based at the theatre

## Application Process

Please email a CV and cover letter to: [recruitment@thekenton.org.uk](mailto:recruitment@thekenton.org.uk) ensuring that **Theatre Technician** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact David Riley, Technical Manager at [david.riley@thekenton.org.uk](mailto:david.riley@thekenton.org.uk)

## Deadline for applications:

Deadline for applications: **Monday 1 September 2025 at 9am**

*We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.*