



Job Pack

Theatre Technician

INVESTORS IN PEOPLE®
We invest in people Silver

U STUDENTS'
UNION UCL

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Theatre Technician at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Secured a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [**Impact Report 2025**](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 130 career staff and over 250 part-time student staff, and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m. It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, including all sport, music, performing arts and volunteering at UCL.
- Over 400 student clubs and societies with over 20,000 members.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Five cafés, four bars, a merchandise shop, a gym, and a convenience store.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.

About the Bloomsbury Theatre

The Bloomsbury Theatre (545 seats) & Studio (up to 70 seats) operates across three core areas of activity: a professional commercial programme regularly featuring national and international artists; student-led creativity through artsUCL, the Students' Union UCL's sector-leading extracurricular arts offer; and UCL academic engagement, providing a platform for departments and staff to showcase research and public engagement through performance.

Operated by Students' Union UCL, the theatre is a cultural hub where students, staff, alumni, and the wider community come together to create, perform, and connect.





Job Description

Job Title: **Theatre Technician**

Reports to: **Theatre Technical Manager**

Grade: **6 (£36,433 - £41,833 per annum, inclusive of London allowance)**

Purpose of the Job

We're looking for a proactive, multiskilled Theatre Technician to provide day-to-day technical support across the work of the Bloomsbury Theatre & Studio.

This role includes involvement in a range of commercial events at our venues. From comedy and drama to dance, opera, and live music, where your technical expertise will help deliver high-quality productions across diverse genres.

You'll also play a vital role in enabling student productions and will be an enthusiastic collaborator with the many student arts societies that bring energy and creativity to our spaces throughout the year.

Duties and Responsibilities

Primary technical duties

- Supervise and assist all theatre users, offering technical guidance and support in practices such as lighting, sound, stage management and construction
- Rig, focus, program, and operate lighting, sound, and audiovisual systems for rehearsals and performances
- Operate counterweight flying systems safely and efficiently
- Assisting and supervising get-ins and get-outs
- Workshop work, including building sets using hand tools, power tools and workshop equipment. Build, install, and design set elements to meet production needs
- Use of working at height equipment such as a Tallescope, Zarges, A-frame ladders and fall restraint systems (and associated harnesses)
- Being responsible for the supervision of casual workers and apprentices in consultation with the Technical Manager

Continued overleaf

Commercial productions and UCL events

- Serve as the duty technician during live events, ensuring smooth technical delivery
- Provide stage management support, including show calling and backstage coordination
- Liaising with incoming companies and assisting with their queries and problems
- Training and supervising technical practices as required

Student-led productions, support and mentoring

- Supervise and support students in carrying out technical practices
- Deputise for lead technical roles in student-led productions, providing cover to accommodate differing levels of student experience
- Provide induction, training, coaching, and mentorship to UCL Stage Crew Society students engaging in artsUCL's student-led production seasons
- Lead open access technical training workshops as part of artsUCL's artsUnlocked programme, or UCL's Extended Learning programme
- Support the Technical Manager in ensuring technical sign off at relevant stages of design and planning processes

Maintenance

- Conduct in-service inspection and electrical safety testing of theatre equipment
- Maintain technical equipment and performance spaces through regular upkeep and repair
- Carry out minor building maintenance tasks as required

Other

- This job will involve manual handling and working at heights
- Attend and organise production and staff meetings as required
- Maintain an awareness and observation of Fire and Health & Safety Regulations and fulfilling all relevant Health and Safety responsibilities
- This role is expected to be a First Aider (First Aid at Work) and a Fire Marshal, training will be provided
- The post holder will be supported to proactively maintain their own continuing professional development to meet the requirements of the role
- This role will operate under an annualised hours arrangement generating flexibility of working hours from week to week. Working hours will include evenings, weekends, bank holidays and college closure periods. When the rota cannot be achieved through flexibility between weeks and time off in lieu, overtime will be payable
- Undertake any other duties as are within the scope, spirit and purpose of the job

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
A degree in Technical Theatre, Production Arts or or equivalent		X		X
Experience				
Working as a full-time technician in a commercial theatre	X		X	X
Working as a technician programming and operating consoles for lighting or sound on theatrical shows and/or events	X		X	X
Experience training students or young people in technical theatre		X	X	X
Experience of working with touring companies/venues		X	X	X
Knowledge				
Basic working knowledge of IP networks		X		X
Working knowledge of current Health and Safety legislation and its practical application in a theatre environment	X		X	X
Good working knowledge of lighting, sound, audio-visual and rigging equipment used in theatres	X		X	X
Hands on experience of using ETC eos family consoles		X	X	
Hands on experience of using Digico family audio systems		X	X	
Hands on experience in the use of a counterweight fly system		X	X	
Skills				
Demonstrable team working skills, and the ability to work collaboratively as both part of a team and on own initiative	X		X	
Good practical skills with tools and ability to carry out day-to-day maintenance of theatrical equipment	X		X	
Ability and willingness to work at height to rig and adjust technical equipment	X		X	
Proven ability to plan, prioritise and manage a varied workload	X		X	

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Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Values, attitudes and personal style				
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Commitment to high standards of customer care	X		X	X
Flexibility and an adaptable approach to work	X		X	X
Dedicated to achieving a sustainable Union	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £36,433 - £41,833 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Chris Hoyle, Theatre Technical Manager, at c.hoyle@ucl.ac.uk.



