

Job Description:

Deputy Technical & Production Manager

Overview

We are looking for a Deputy Technical & Production Manager to support in the efficient running of all aspects of the Production department, including leading the department in the manager's absence.

The Watermill Theatre is a regional powerhouse in the world of theatre, producing around 7 shows every year for the stage in its beautiful, converted historic mill building in Berkshire. The theatre has an established track record for touring and transferring productions to the West End, across the UK and internationally.

The Watermill's mission is to make theatre that is surprising, inventive and exciting and to enable access for everyone. A hallmark of its work is the artistry of actor-musicianship, in both new writing and reinvigorated classics. The theatre nurtures and celebrates talent and creativity in its company, community and in the wider sector and it holds wellbeing, equity and sustainability at the heart of its culture.

The theatre also runs the Riverside Restaurant and Bar from the beautifully converted 18th century barn, situated adjacent to the theatre. Our restaurant serves fresh, home cooked dishes for pre-theatre audiences as well as catering for special events including parties, wedding receptions, meetings and seminars.

The Deputy Technical & Production Manager will ensure that all technical equipment, facilities and Health and Safety aspects of the department are delivered to the highest quality. They will lead, manage and motivate the team and supervise the day to day running of the Watermill theatre, delivering a welcoming and professional venue for all visiting companies, creatives, performances and events.

Key Information

Responsible to	Technical & Production Manager
Manages	Full time/Part time/Freelance and casual technicians
Key relationships	Company Stage Manager, Head of Wardrobe. Liaise with Production team, visiting companies & hirers, creative teams, contractors and suppliers
Contract	Permanent
Hours	Full time – 40 hours per week which will include some evenings, weekends and bank holidays. Additional hours will be required some weeks to fulfil the role.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£33,000 – £35,000 (depending on experience)
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production, employee assistance programme
Pension	Contributions to Employer's Workplace Pension Scheme (5%)
Annual leave	5.6 weeks including public holidays

Working at the Watermill

The Watermill Theatre is a critically acclaimed producing house and registered charity (The Stage Theatre of the Year 2024) located on the outskirts on Newbury in West Berkshire. We are well known for our bold, imaginative productions and commitment to artistic excellence, often transferring productions to the West End and beyond.

In addition to our ambitious main stage productions, we are committed to delivering an exciting and comprehensive outreach programme, reaching thousands of individuals every year. As pioneers of theatre accessibility, we pride ourselves on creating an inclusive space for all artists from our work in the local community through to collaborating with emerging artists.

For further information about the organisation, please take a look at our [Working at The Watermill guide](#).

Duties and Responsibilities

Technical Operations and Production Support

- Lead or oversee the smooth execution of fit-ups, get-ins, rehearsals, performances, changeovers, and get-outs
- Act as Production Electrician or Sound on Watermill productions
- Act as Duty Technical Manager on a rota basis, ensuring seamless operation, maintenance coverage, and fulfilment of visiting company needs
- Provide technical support for Watermill Productions as required, ensuring alignment with artistic and production needs
- Advise the Technical & Production Manager on impractical technical requests and suggest feasible alternatives
- Operate and oversee all technical equipment during performances and events to ensure safe and efficient delivery

Team Leadership

- Manage, motivate, and develop full-time, part-time, casual, and freelance technical staff in collaboration with the Technical & Production Manager
- Assist in creating departmental rotas, managing shift coverage, and communicating call times
- Positively lead and support staff, promoting a collaborative and effective workforce
- Maintain and submit timesheets, ensuring hours are tracked and managed across four-week periods

Venue and Equipment Maintenance

- Take a proactive role in fault-finding, repair, and maintenance of all technical equipment and building fixtures
- Maintain high housekeeping standards in all technical areas and ensure backstage spaces are clean, safe, and functional

- Support general building maintenance and upkeep, ensuring all technical areas are fit for purpose
- Maintain clear records of all maintenance work and communicate necessary amendments to technical specifications and venue plans
- Order technical consumables and advise on procurement of equipment as required to support technical operations

Health and Safety Compliance

- Ensure adherence to health and safety policies, licensing requirements, and safe systems of work across all activities
- Identify and address safety issues during events and productions, implementing practical solutions to maintain a safe working environment
- Collaborate with the Operations Manager and Technical & Production Manager on the implementation of safety policies and procedures
- Participate in emergency procedures alongside other staff as required

Internal and External Liaison

- Liaise with visiting companies and hirers ahead of events to gather technical requirements and ensure compliance with theatre policies
- Ensure excellent customer service is consistently delivered to clients and visitors
- Collaborate effectively with all departments and key personnel across the business to support smooth venue operations

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Undertaking relevant training and development as required
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy
- Creating a positive working environment, underpinned by the organisation's values
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals

Person Specification

Essential Criteria: The successful candidate will meet the majority of these requirements

- BTEC Level 3 Theatre Studies or equivalent
- Proven track record in all technical theatre skills including in depth experience as one of the following: Production LX / Production SND
- Management in a producing theatre or tour
- Experience of effectively managing get in/fit up and show crew
- Excellent team building and motivational skills
- Good project management skills
- Excellent communication skills, approachable and calm under pressure
- Good IT skills

Desirable Criteria: The successful candidate will meet some of these requirements

- Trained in rigging
- Trained working at height
- Electrical inspection qualification
- In depth department specific training

Submitting Your Application

How To Apply

Your application should include:

- Your CV
- Your cover letter (no longer than 3 sides), explaining why you want to work for The Watermill, how you meet the person specification and whether you are seeking to apply for this role as a permanent, full-time or freelance position.
- A completed Equal Opportunities monitoring form (details below)

Please send your application to Jess Martin (Theatre Administrator) admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor, Newbury RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

We are accepting applications for this role until midday Monday 3 November with interviews taking place w/c 10 November.

Please advise your general availability for interview within your application letter.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

Please find our [Equal Opportunities monitoring form here](#). This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. **If you regard yourself as having these characteristics, please state so clearly on your cover letter.**

If we can support your application by offering the pack in an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we are open to receiving applications in an alternative format e.g. video. We want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.