

Job Description and Selection Criteria

Job title	Senior Technician (Staging)
Division	Humanities
Department	Humanities Divisional Office
Location	Stephen A. Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £39,424 - £47,779
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	Head of Technical & Production, Humanities Division
Vacancy reference	186640
Additional information	Closing date for applications is midday on Friday 19 th June 2026. Shortlisting will take place the following week and interviews are expected to be held early in July.

Overview of the role

Reporting to the Head of Technical & Production, the Senior Technicians will be responsible for the development and delivery of the technical & production facilities of the Schwarzman Centre for the Humanities, a multi-purpose building combining academic departments, a major Bodleian Humanities Library and a range of performance and exhibition spaces. Located within the building are a Concert Hall, Theatre, Cinema, Black Box experimental space, Exhibition Hall, 3 Music Studios and a Rehearsal Hall. The Senior Technicians will be responsible for supporting these venues, and the wider building, ensuring optimal management and coordination of the facilities and providing a high quality of technical expertise and day to day running of the venues.

You will join at an exciting and important time for the Humanities Division we settle into the new Schwarzman Centre for the Humanities, made possible by a landmark £185 million gift from



philanthropist and businessman Stephen A. Schwarzman, and completed in September 2025. In bringing together much of Oxford Humanities into a single site, the new building unlocks a wider change and transition programme as we develop new activities and new audiences enabled by the building's state-of-the-art public and performance spaces. The Humanities Cultural Programme, a major new initiative designed to share research with as wide an audience as possible and attract performers and artistes from around the world, will use the Centre's facilities for musical performances, drama, film and exhibitions. The Centre's public areas are open and inviting to the public and physically accessible for all.

Joining soon after we have opened the building, you will play a key role in developing the Centre's performance venues and their technical offer.

About the Role

- Lead on the safe and effective delivery of all technical services across the Centre's performance and public spaces as one of four Senior Technicians.
- Act as the technical lead for stages, stage engineering systems (including rigging/flying) and temporary audience seating.
- Ensure the effective and compliant operation, maintenance and installation of all staging systems.
- Support incoming artists, productions, and events with specialist staging and set, expertise and planning.
- Contribute to the overall development of technical services and infrastructure within the Centre.

Flexible working

This role works on a rota system and inherently has some flexibility, dependent on event needs. You will be expected to work evenings and weekend but will get compensatory rest provided for these shifts. Additionally we operate on a Time Off In Lieu basis meaning where long hours are completed in one week they can be cached for later use as days off.

As a busy, hands-on technical department your role will be based at the Schwarzman Centre for your expected hours. We are not currently able to offer working from home, except in exceptional circumstances.

Responsibilities

Technical Delivery

- Manage and maintain all stage engineering and flying systems,
- Oversee and carry out the installation and maintenance of all temporary staging, seating, set and dancefloor, including in non-traditional spaces.
- Management of facilities team members where needed during room set-ups.
- Work with visiting designers and artists to realise stage designs to a high professional standard.
- Understanding of operation and programming of the Qsys and Qlan systems for lecture support.
- Assist in the planning and specification of upgrades or purchases of new staging equipment.
- To keep up with industry best practise and knowledge including the intersection between staging, automation and stage management.
- To support the delivery of lighting, visual, staging and access requirements across the Centre as needed.
- Understanding of operation and programming of the Qsys and Qlan systems for lecture support.
- Running of get-in's, fit-up's and get-out's as part of the Duty Technician rota.

- Represent the Technical team at operational and production meetings as required.
- Create and contribute to technical drawings for in-house and incoming productions.
- Work with all internal stakeholders to deliver excellence, quality and equality of service across the Cultural Programme, Lecture, student production and commercial bookings.

Team and Operational Support

- Create and implement repeatable guides & written systems of work geared towards efficient and high standards of technical delivery.
- Mentor and support junior staff and freelance crew in safe stage and flying systems including creating and delivering stage/stage engineering specific training.
- Collaborate with the wider technical team to ensure consistency and excellence in service delivery.
- Participate in the Duty technician and production rota across the Centre.
- Support the other three Senior Technician posts including with holiday and sickness cover and as their second where needed.

Compliance and Safety

- Ensure compliance with all relevant electrical and safety regulations including those under LOLER and relevant pyrotechnic regulations.
- Contribute to risk assessments, method statements, and maintenance schedules.
- Promote best practices in rigging, working at height and electrical safety.
- Work within the Schwarzman and wider University of Oxford safety systems and complete all required reports on time and to the required standard.
- Represent the Technical team at H&S, buildings and other operational meetings as required.
- Create and maintain asset tagging systems for tracking of equipment in day to day use and within inspection regimes.

Selection Criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.

Essential

- Significant experience as a technician or more senior technical role in live arts, music or events.
- Excellent ability to troubleshoot issues under pressure.
- Excellent operational knowledge of stage management systems, stage safety regulations and stage engineering systems.
- Knowledge and practical experience of all relevant Health and Safety regulations
- Knowledge of and experience of current rigging and working at height practices
- Experience of working with a variety of touring companies and corporate clients
- Experience of managing or supervising staff or crew
- Excellent team worker with good time management skills and the ability to work under pressure and to deadlines
- Extensive knowledge of all aspects of technical procedures in a multi-use venue
- Good communications skills in liaising with a wide range of faculties, academics, visiting artists & companies, production companies, and technical teams.
- Ability to positively influence the delivery of high standards of service
- Commitment to the Schwarzman Centre vision
- Commitment to promoting equal opportunities and cultural diversity

- Ability to work evenings and weekends where necessary

Desirable

- Stage Management degree or similar qualification or experience
- Electrical or mechanical engineering experience or qualification.
- Experience pyrotechnics and their safe deployment and use.
- Experience with Qlab or similar show control systems.
- Experience with the set-up and operation of assisted listening and audio description systems.
- Experience of sound or lighting operation for live events.
- Experience with projection systems, screens, video walls and ancillary equipment.
- Able to use WYSIWYG, Vectorworks or AutoCAD software
- Rigging qualification and/or knowledge and experience of rigging for in a theatrical environment.
- Health and Safety qualification such as IOSH or First Aid
- A working knowledge of Artifax software.

About the University of Oxford

The University of Oxford aims to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are now united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building is open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There is a dedicated space for schoolchildren to visit and engage with Oxford's researchers. There is an exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to our performances!

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>.

Non-technical questions about this job should be addressed to the recruiting department directly at hr@humanities.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Night working (11pm-6am)
- Lone Working
- Work in hot or cold environments
- Regular manual handling
- Working with category 3b or 4 lasers (laser safety class)
- Work with any substance which has any of the following pictograms on their MSDS:



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, will be 30 September before the 70th birthday.

The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/> There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>