

RECRUITMENT PACK PRODUCTION TECHNICIAN

ABOUT THE ROSE THEATRE

The Rose Theatre has established itself as one of the most exciting Producing theatres in London and the UK. We are listed in the Stage 100 for 2026 and received an Olivier award for our recent Co-Production of *Boy at the Back of The Class*. Our mission is to entertain audiences, elevate artists, and empower our community.

We invite the best artists to unleash their creativity at the Rose and on tour. We seek out collaborators who share our vision to produce great theatre, encouraging them to make bold decisions and take creative risks. We believe diversity is a moral imperative and proactively invite new voices to be part of our story. Rose productions are the beating heart of an artistic programme, created for adult and family audiences alike. We complement these productions with a wide range community events and the best visiting theatre, comedy, and music acts. In addition, Rose Youth Theatre is one of the largest in the country.

Recent Rose Theatre productions include a new adaptation of Jane Austen's *Emma* (by Ava Pickett) *Our Town* (Co-produced with the Welsh National Theatre) *Marie and Rosetta* (which transferred to Soho Place), the Olivier Award winning *Boy at The Back of the Class*, and *Never Let Me Go* (Rose theatre and touring). Upcoming projects include a new adaptation of *Three men in a Boat* directed by Christopher Haydon and Jeff James's retelling of *Frankenstein*.

The Rose auditorium is an open space, with 762 seats and a wide stage with no proscenium arch. The grid extends over the stage and auditorium at some 9m high, with three levels FoH. There is a workshop onsite with basic making facilities for stage and maintenance areas for LX and sound. The lighting rig consists of 30 Martin Viper XiPs with generic fixtures alongside.



Marie and Rosetta Photograph by Marc Brenner



Shooting Hedda Gabler Photograph by Andy Paradise

Chief Executive
Robert O'Dowd

Artistic Director
Christopher Haydon

Advisory Associate Director
Sir Trevor Nunn

Rose Associate Artists
Jane Asher Niamh Cusack
Lucian Msamati Melly Still

Job Summary

Job title:	Production Technician
Responsible to:	Head of Production
Responsible for:	Assisting with all Technical areas
Salary:	£31,836 per annum, plus TMA payments for certain get outs
Hours:	44 average per week / As necessary to fulfil the duties of the post
Holiday:	28 days per annum plus Bank Holidays
Notice period:	Two months, after a probationary period of four months.
Benefits	Complimentary show tickets (subject to availability) 25% off food and drink at the Rose Café NOW Pension Scheme Ride to Work Scheme Season Ticket Loan Training provided - included Working at Height and Rescue
Key objectives:	<p>The Production Technicians are a key part of the Production and Technical team, responsible for delivering all productions on the ground. They shall use their skills and experience to provide first class support to ensure that the technical needs for all productions are met.</p> <p>Work on 'Rose Originals' will accommodate the candidate's favoured bias where possible, however they should be able to support stage, lighting, and sound where relevant for hires, events and visiting shows.</p> <p>The successful candidate shall be expected to work unsupervised and operate the theatre's technical systems in accordance with KTT's Health and Safety procedures.</p> <p>Specialist training shall be provided, including Work at Height & Rescue</p>

MAIN PURPOSE OF THE POSITION

The Production Technician's primary role is to provide high-quality technical support to visiting companies and for Rose Original Productions.

They shall work alongside the Heads of Department within the Production Team to ensure the lighting, sound, video and stage equipment are kept in excellent working order.

The Production Technician will adopt a 'hands on' approach to the job combining technical know-how with a professional attitude.

DUTIES AND RESPONSIBILITIES

- Consult with the Head Production, Deputy Head of Production, Technical Manager and Head Stage (Department HoD's) in order to prepare all equipment required for specific productions – ensuring the required amount is available and in complete working order.
- Work closely with the Head Production and Department HoD's, keeping them informed of any changes to plans to ensure that all paperwork can be kept up to date, to assist in the maintaining of accurate records of the production.
- Assist in the preparation of specific requirements for a range of productions, in consultation with the Head of Production and Department HoD's.
- Program and operate lighting and sound consoles and editing software.
- Assist with the maintenance and PAT testing of KTT's technical equipment.
- Pass on knowledge to less experienced team members and instruct where necessary.
- Keep senior Department members aware of any training needs that become evident.
- Assist with and, where appropriate, supervise the lighting, sound, video and stage installation, operation and strike of visiting company staff and equipment.
- Assist with and, where appropriate, supervise Events and Hires. This includes working with hirers in advance to ensure that their expectations can be met within the technical specification of the building
- Ensure that work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; ensure that team members are aware of the requirements and inform the Head of Production if further instruction is required.
- Ensure all financial policies and budgetary constraints are observed.
- Participate in Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported to the Head of Production and Technical Managers.

- Help ensure effective communication across the department, to maintain high standards of work.
- Carry out any other duties relevant to the post.

HEALTH AND SAFETY

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition, the Production Technician must:

- Understand their responsibilities and co-operate and assist with their managers on all aspects of health and safety, including risk assessment and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to at all times including the wearing of personal protective equipment (PPE).
- Inform their managers of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly.
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.

PERSON SPECIFICATION

The Production Technician will need to be self-motivated and front footed in their approach to work.

Where possible, duties on 'Rose Originals' will accommodate the candidate's favoured bias, however they should be able to multitask between the disciplines of stage, lighting, and sound for hires, events and visiting shows

The successful candidate will need to possess the following skills, experience, abilities and knowledge:

Technical

- Experience of working in a Producing Theatre environment
- Ability to program EOS lighting console using intelligent fixtures
- Knowledge of Health and Safety procedures
- Experience of safe rigging practices
- Maintenance and PAT test experience
- Good understanding of stage systems and techniques
- Experience of focusing a wide variety of lighting equipment
- Experience of using sound systems
- Experience of working with video in performance
- Experience of and ability to work and rescue at height (training provided on completion of satisfactory probation period)
- Experience of using access equipment
- A varied knowledge of technical theatre
- The ability to read and action lighting and scenery plans and technical drawings
- Experience of following Risk Assessments and Method Statements

Personal

- Excellent communication skills
- The ability to work unsupervised
- Motivation to maintain a positive work environment
- The ability to problem-solve quickly
- The ability to work collaboratively to tight deadlines
- The ability to work unsociable hours
- Fit and able to perform the duties of the role

ADDITIONAL INFORMATION & APPLICATION DETAILS

Confidentiality

All information concerning staff, productions and other Kingston Theatre Trust business, the disclosure of which could be detrimental to the company, must be held in strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act of 1990.

Health and Safety

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974.

Equal Opportunities

The post holder will be required to abide by KTT's policies on equal opportunities.

Code of Conduct

The post holder will be required to act in accordance with KTT's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.

Data Protection

Computer information should only be accessed if this has been authorized and is necessary as part of the post holder's work. Unauthorized access to computer data or helping others to access such data will result in action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to GDPR regulations.



Safeguarding

As this position requires the successful applicant to work with children and young people, you will be required to undergo an enhanced DBS check or present your update system number. For the avoidance of doubt, the Rose Theatre will cover the full expense of these DBS checks and the employment is subject to the theatre being satisfied that the result of the DBS check complies with our safeguarding responsibilities.

Disclosure

Please advise when applying if you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974.

If prior to applying you have any queries or would like an informal conversation with Head of Production Dan Rainsford, please email recruitment@rosetheatre.org.

Please note this job description does not form part of your contract of employment.

APPLICATION DETAILS

- How to apply:** Please click the link on our website - <https://www.rosetheatre.org/careers-ncmf>
Upon submission, you shall also be invited to complete an Equal Opportunities form
- Applications Close:** Monday 29th June at 12 noon
- Interviews:** Monday 6th July – in person at the Rose Theatre Kingston KT1 1HL