



VENUE TECHNICIAN

Job Title: Theatre Technician

Reports to: Assistant Technical Manager

Appointed by: Interview Panel

Period of Appointment: 37.5 hours per week

Salary: £25,818.00 per annum

Purpose of Role

The Venue Technician will be required to support the technical team with the stage and events operation. The role is required to ensure that all the technical aspects of the theatre's busy programme of events are met and delivered to a high standard.

The role will require an all-round knowledge of technical theatre, including sound. A knowledge of lighting, rigging and flying would be an advantage, although training will be given.

The role will report to the Assistant Technical Manager and work alongside all departments.

Working hours will require flexibility and will include evening and weekends.

Key Responsibilities

Event & Production Support

- Assist with the preparation, get-in, get-out and technical set-up of events, including sound, lighting, stage management and rigging.
- Ensure visiting productions' technical requirements are met professionally and efficiently.
- Operate sound and lighting systems during selected events.

- Act as Duty Technician when required, serving as the primary technical contact for companies and promoters.
- Coordinate external equipment, suppliers and technical hires.

Heritage Engagement & Stage Volunteers

- Actively support the theatre's stage volunteer programme.
- Lead or assist with heritage tours, open days and public-facing sessions in which the theatre's 19th-century stage machinery and working practices are demonstrated.
- Help ensure volunteers can work safely and confidently on and around heritage equipment (training provided).
- Contribute to the interpretation, preservation and correct operation of historic stage systems.

Building & Technical Maintenance

- Assist with routine maintenance across all areas of the venue, including stage, backstage, front of house, storage areas and plant rooms.
- Proactively identify repairs and maintenance needs, reporting issues and helping ensure timely resolution.
- Support planned maintenance, safety checks and improvements in collaboration with the Technical Manager, Venue Technicians and volunteers.
- Maintain technical equipment, ensuring areas remain clean, organised and safe.

Community & Participation Support

- Oversee the technical delivery of events and activity in the 1867 Hall.
- Provide technical assistance, rehearsal support and production delivery for the Community Choir, Youth Theatre and Show Band.
- Ensure all community sessions operate safely, professionally and in line with theatre procedures.
- Facilitate basic training and guidance for community participants where appropriate.

General Duties

- Maintain tidy, safe working areas and comply with all health and safety guidelines.
- Build positive relationships with staff, volunteers, visiting companies and community users.
- Work collaboratively with all departments to support the smooth running of the theatre.

Person Specification

Essential

- Knowledge of technical theatre equipment and practices
- Strong verbal and written communication skills
- Good relationship building skills
- Excellent time management and organisational skills
- Ability to use initiative and be a self-starter
- Ability to solve problems quickly and efficiently
- High level of attention to detail
- Comfortable working at height and manual handling

Desirable

- Good MS Office and IT Skills
 - First Aid Qualification
 - An interest in arts and entertainment industries
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Applications

Closing date for applications is 9am Monday 18th May 2026.

Please send a CV and covering letter with the subject line 'VENUE TECHNICIAN APPLICATION' to jobs@ttoh.uk.