



## JOB DESCRIPTION

**Job Title:** Senior Technician

**Responsible to:** Technical Manager

**Job Purpose:** To support the Technical Manager in the delivery of technical support for produced, presented and creative communities work

**Key Relationships:** Producer, Theatre Manager, Production Administrator, Senior Technician, Theatre Technicians, Casual Technicians, Freelance Production Manager(s), Freelance Production Crew, Freelance Stage Management

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### Key Responsibilities:

- To support the Technical Manager to manage, train and develop a production team which is fit for purpose to undertake all technical tasks required by the organisation.
- To guide the work of the full time and casual technicians in the delivery of the day to day technical operations.
- To be responsible for leading and participating in Fit-Ups and Get-Outs.
- To support the Technical Manager to deliver the technical requirements of the theatre's produced work, including offsite activity.
- To lead on the technical support for work presented by visiting companies, including acting as the main point of contact in advance where required.
- To support the technical delivery of Creative Communities activity.
- To act as Duty Technician and cover any aspect of show operation as required, (including, but not limited to, rigging, operating lighting, sound, AV and undertaking stage related duties).
- To support the operational and technical practicalities of livestreaming.
- To promote good working practices and maintain high production values.
- To contribute to the theatre's goals surrounding sustainability and environmental impact in relation to the production department.
- To collaborate with the Production Administrator on the department administration including but not restricted to, rotas, payroll and procurement.
- To deliver the departments maintenance programme, general housekeeping and stock management in collaboration with the Production Administrator.
- To collaborate with the Production Administrator on the servicing arrangements including, but not restricted to, LOLER inspections, periodic electrical inspections in production areas, the provision of PPE equipment and the documentation of COSHH.
- To support the implementation of The New Wolsey Theatre health and safety policy, procedures and practices across all production activity, including the completion of risk assessments, method statements and any other documentation required and positively contribute to maintaining safe working practices.
- To ensure the production department is compliant with Construction (Design and Maintenance) Regulations 2015 and the application of these regulations in a technical theatre environment.
- To be part of the First Aider pool (training will be provided).
- To be a nominated key holder for the theatre buildings.
- To support the development and integration of the organisations Inclusivity and Relevance and Environmental Responsibility practices.



- To ensure a communicative and collaborative working environment is maintained within the production team and across the organisation.
- To support the Technical Manager in ensuring the production teams working practices and standards of behaviour align with the theatre's mission and values.
- To support the Technical Manager in the delivery of technical theatre skills training to young people (e.g. onsite work experience with students from Suffolk New College)
- To maintain the security and confidential status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as and when required.

*February 2025*

*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive.*



## PERSON SPECIFICATION

### Essential

- Relevant professional technical theatre experience
- Experience of successful team supervision and/or management
- Good knowledge of technical theatre in all areas and technologies
- Experience of leading teams through pre-rigs, get-ins, fit-ups and get-outs
- Experience of maintenance and operation of lighting, sound, AV and communications systems, and experience of rigging and patching sound and lighting systems
- Ability to operate the ETC EOS/ION family consoles
- Ability to operate the Yamaha and DiGiCo ranges of digital sound desks
- Experience of set construction and modification
- Good knowledge of LOLER testing and maintenance programmes
- Good communication skills and the ability to collaborate and work as part of a team
- Good knowledge of Health and Safety legislation and relevant working practices
- A welcoming and inclusive attitude, reflecting New Wolsey Theatre's commitment to equality, diversity and inclusion
- Good IT skills- particularly Microsoft Office

### Desirable

- Experience in a producing house
- Experience of liaison with visiting production companies
- Experience of Logic, QLab and Adobe Creative suite programs
- Experience of CAD
- Experience of PAT testing and maintenance programmes
- Experience of working with flying systems (hemp/motorised)
- Carpentry or Stage Carpentry qualification
- Accredited qualifications in technical theatre
- Knowledge of the Theatre Green Book
- Interest in and experience of livestreaming and digital theatre practice
- Driving Licence

The post-holder will be subject to a DBS Check on commencement of their employment, and at regular intervals during their employment.



## TERMS AND CONDITIONS

### **Contract**

Permanent, subject to 6 months' probationary period.

### **Salary**

£31,535 per annum (based on 40 hours per week).

An additional x 0.5 of your hourly rate will be paid if you are required to work on a Sunday or Bank Holiday.

### **Hours**

40 hours per week. This role will require evening and weekend work to support the delivery of the performance programme.

The rota and pattern of work will change week to week, subject to the theatre schedule.

Shifts are worked on a rota system and will be 5 or 6 days per week between Monday and Saturday, with occasional Sundays when there is a performance. Shifts are frequently scheduled on evenings and weekends. Pantomime performances are scheduled on Christmas Eve and Boxing Day.

### **Overtime**

No overtime payment is available. Any overtime is to be taken as Time Off In Lieu (TOIL) at a later date by arrangement with your line manager.

### **Location**

Based at the New Wolsey Theatre, Ipswich, IP1 2AS. Ideally you will live within 30 minutes' travel to Ipswich and a package to support relocation is available.

### **Holiday**

28 days per year, rising to 33 days after 5 years' continuous service (based on working 5 days per week). You will be expected to take statutory bank holidays as part of your annual entitlement unless you are required to work on a particular bank holiday.

### **Uniform**

Stage, lighting and production crew will be required to wear black clothing when in rehearsal, on stage or on show call. Personal Protective Equipment (PPE) and clothing will be supplied as required.

### **Pension**

NWT provides a contributory pension scheme for eligible employees with Now: Pensions. Employer contributions 3%, employee contributions 5%

### **Other Benefits**

- Training and personal development opportunities including role specific training and organisation-wide training e.g. Disability Equality Training, Environmental Awareness Training.
- Complimentary and discounted theatre tickets
- Discounts in the theatre Café & Bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced maternity leave pay

The post-holder will be subject to an DBS Check on commencement of their employment, and at regular intervals during their employment.