



**NEW
WOLSEY
THEATRE**

NEW WOLSEY THEATRE

Theatre Technician or Senior Technician

Full-time, permanent
Recruitment Pack

Deadline: 9am, Tuesday 6th May 2025

Interviews: Week commencing Monday 19th May 2025

Welcome

Hello,

Are you a skilled technician ready for a new role? If you thrive in a collaborative environment, and are excited about the opportunity to support our vibrant productions and be part of a dedicated in-house team, we'd love to hear from you!

We are looking for either a **Theatre Technician** or **Senior Technician** to join our busy production department—the beating heart of our much-loved producing theatre. In this pivotal role, you will focus on the delivery of the day to day technical operations.

Key Responsibilities:

- Support the successful staging of our produced work, visiting company productions, and community projects.
- Collaborate and guide a talented in-house production team.
- Ensure the smooth operation of the department while promoting good working practices and maintaining high production values.

What We're Looking For:

- A skilled technician with experience in theatre
- Excellent communication and teamwork skills
- A genuine passion for the arts and a desire to inspire others

Join us in our award-winning arts organisation, valued locally, regionally, and nationally.

There is one role available that can be either Theatre Technician or Senior Technician depending on skills and experience. We are looking for someone to fill a full-time permanent role, working 40 hours per week. We are willing to explore a job-share or part-time working for the right candidate(s). Shift times vary, and will include regular evenings and weekends.

This is an exciting time to join the New Wolsey Theatre (NWT). We have a packed schedule of visiting productions and community projects, with over 300 performances across an annual programme of circa 80 productions. This spring, we will debut our first international collaboration, a revival of Michael Frayn's **Noises Off**, which will tour Ipswich, London, Cumbria, and Luxembourg.

The deadline for applications is **9am on Tuesday 6th May 2025**
Interviews will be held **week commencing Monday 19th May 2025**

We will reimburse reasonable travel expenses for candidates to attend interviews.

NWT is a company of brilliant people, some know the organisation inside out, and others are just starting to put down new roots, including award-winning theatre director, playwright and cultural leader Douglas Rintoul, Chief Executive/ Artistic Director, who moved from London to Ipswich in 2022. We all believe in the transformative and life enhancing power of Theatre and creativity.

We'd love applications from people of all backgrounds, especially from Black, Asian and ethnically diverse backgrounds, those who identify as D/deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds. We are up for exploring support and development needs and will make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

If you have any further questions after reading this material or would like an informal and confidential discussion about the position, or if you would like this candidate pack in different accessible formats please contact Lucy Parker lparker@wolseytheatre.co.uk 01473 295940

We look forward to hearing from you.

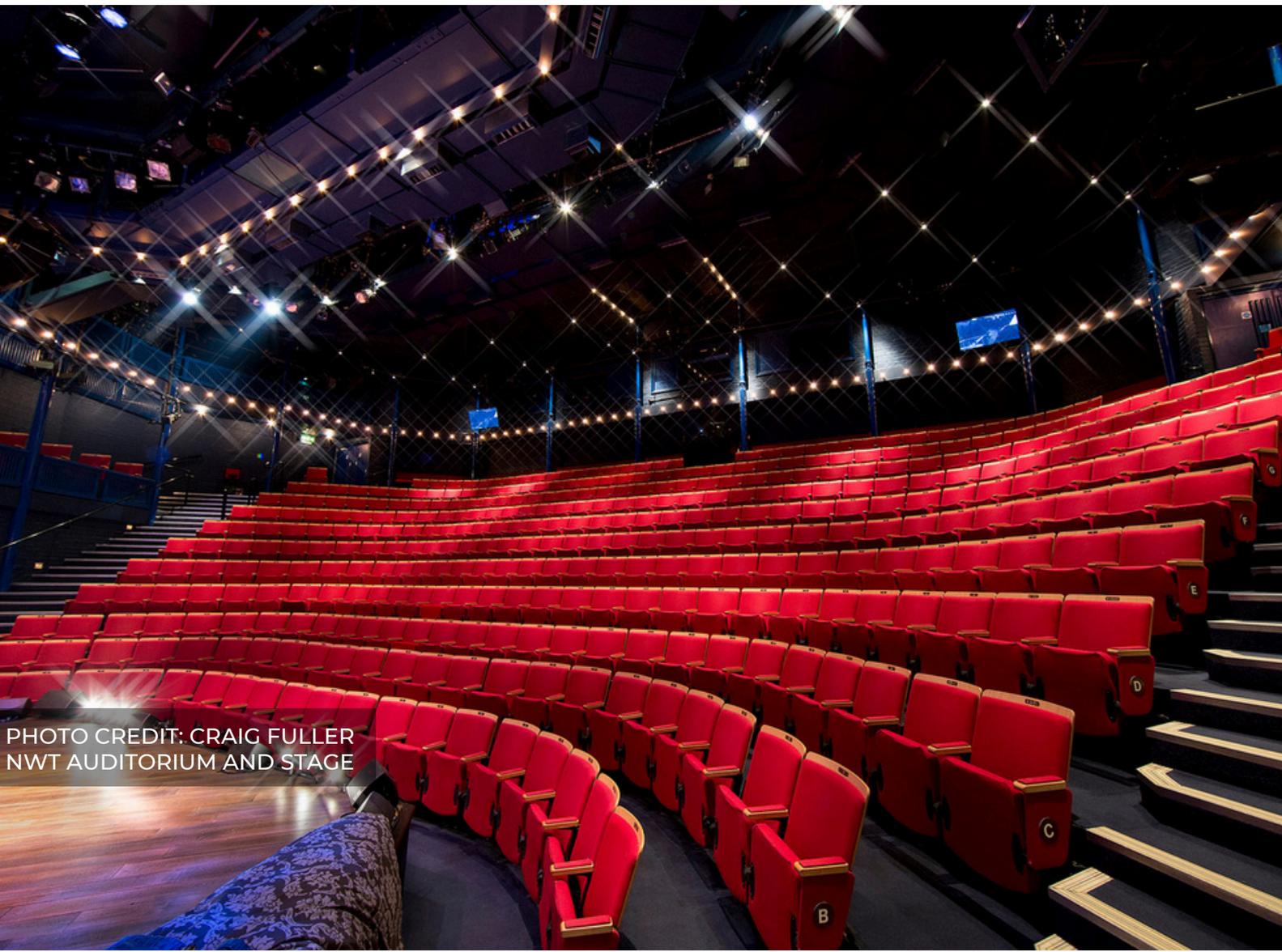


PHOTO CREDIT: CRAIG FULLER
NWT AUDITORIUM AND STAGE

About you

What We're Looking For:

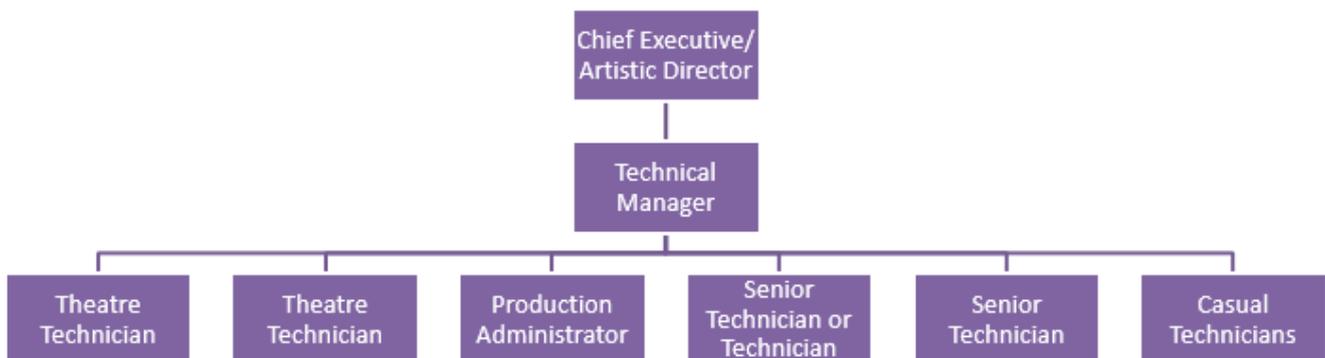
- **Experience:** You will have professional experience as a Senior or Theatre Technician
- **Interpersonal Skills:** Your excellent communication and interpersonal skills will help foster a collaborative team environment.
- **Team Player:** You understand the importance of teamwork and are committed to working collaboratively with your colleagues.
- **Open-Mindedness:** You will have a creative outlook and a willingness to learn and develop your skills with the support of your theatre colleagues.

About the role and the team

At the heart of our theatre lies the **Production Department**, a dynamic hub that supports around 6 in-house and co-produced productions each year, alongside a vibrant programme of around 70 visiting productions. Each production is brimming with creativity and ambition, thanks to our dedicated in-house team.

We are seeking a **Theatre Technician** or **Senior Technician** to join the team, which currently includes a Technical Manager, a Senior Technician, a Production Administrator, two Theatre Technicians, and a pool of Casual Technicians. You will play a crucial part in bringing our productions to life, ensuring that every show meets our high standards of excellence.

Why Join Us? Become part of a friendly, busy, and welcoming theatre that values creativity, ambition and collaboration. This is your chance to grow professionally while contributing to the success of our productions and community projects.



Job Description- Theatre Technician

Job Title: Theatre Technician

Responsible to: Technical Manager

Job Purpose: To work as part of the Production Department team to deliver the technical requirements of the theatre's produced, presented and creative communities work

Key Relationships: Senior Technician, Production Administrator, Theatre Technicians, Casual Technicians, Freelance Production Manager, Freelance Crew, Freelance Stage Management

Key Responsibilities:

- To work as a member of the production team and to lead casual technicians (where required and appropriate), in the delivery of all aspects of technical presentation, including but not restricted to: rigging theatre equipment and staging, get-ins, tech sessions, show operation and get-outs
- To operate lighting, sound and audio visual equipment, and perform stage duties as required for each production
- To assist production creative teams and visiting companies as appropriate, ensuring that all technical production elements are undertaken successfully
- To undertake Duty Technician and Appointed Technician responsibilities as and when required
- To undertake the maintenance and ensure the good working order of all technical equipment and any other production facilities or equipment as required
- To assist with PAT testing, electrical inspection testing and other testing as required
- To assist in ensuring that adequate stocks of consumables are held, and all working and storage areas are kept safe and tidy
- To participate in the delivery of technical skills training to Casual Technicians
- To assist with the technical delivery of Creative Communities activity
- To participate in the delivery of technical theatre skills training to young people (e.g. onsite work experience with students from Suffolk New College)

Other

- To contribute to ensuring that a communicative and collaborative working environment is maintained within the department at all times
- To ensure all duties are performed working within current Health & Safety requirements, employing good, safe, working methods and practices, which are also in accordance with the New Wolsey Theatre's Health & Safety policy, procedures and practices
- To support the development and integration of the organisations Inclusivity and Relevance and Environmental Responsibility practices.
- 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

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- Theatre Technician

Essential

We're interested in hearing from candidates with some (but not necessarily all) of the skills and experience outlined below:

- A broad based knowledge of and practice in all technical areas of theatre
- Experience of set construction and stage related technologies
- Knowledge of rigging and patching lighting and sound systems
- Knowledge of operating digital sound desks
- Knowledge of ETC EOS/ION family consoles
- Understanding of radio mics and live mixing of music concerts and musicals
- Knowledge of/ experience using flying systems (hemp/motorised)
- Carpentry skills
- Experience of equipment maintenance
- Knowledge of Health and Safety legislation and relevant working practices
- Experience in a producing house and/or in musical theatre production
- Good IT skills – particularly Microsoft Office
- Driving licence
- A welcoming and inclusive attitude, reflecting New Wolsey Theatre's commitment to equality, diversity and inclusion

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- Theatre Technician

Contract

This is a permanent position, subject to 6 months probationary period.

Salary

£28,880 per annum. 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. 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.

Pension

NWT provides a contributory pension scheme 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 and bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced parental leave pay



Job Description- Senior Technician

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

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.

Job Description Senior Technician cont.

- 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.

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- Senior Technician

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- Senior Technician

Contract

This is a permanent position, subject to 6 months probationary period.

Salary

£33,095 per annum. 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.

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Pension

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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 and bar
- Occupational sick pay scheme
- Free eye tests
- Enhanced parental leave pay



How To Apply

We are inviting people interested in being our **Theatre Technician** or **Senior Technician** to complete an Application Form and our Equality, Diversity and Inclusion Monitoring Form both of which are available to download from our website <https://www.wolseytheatre.co.uk/current-vacancies/>

Please note, we do not accept CVs as a form of application, however you may submit a concise CV containing your education, training, qualifications and employment history instead of completing this section of the application form.

If you need us to make any adjustments to allow you to fully participate in this application and selection process please get in touch.

For example, if submitting a written application form is not the best way for you to tell us about your skills and experience, we can accept your application another way, such as video or audio file.

However you choose to apply, you will need to tell us about your education, training and qualifications, and employment history as well as to consider the following:

- Why are you interested in the role and working at the New Wolsey Theatre?
- How do your skills and experience make you the best person to be our **Theatre Technician or Senior Technician**?

Please read through the Job Description, Job Specification and Person Specification before applying for this role, these can be found above in this document.

Please indicate on your application which role you are applying for.

If you have any questions or would like an informal chat about the role, please contact Lucy Parker on lparker@wolseytheatre.co.uk 01473 295940.





BRIEF ENCOUNTER (2023)
PHOTO CREDIT: MARC BRENNER

About our work

The New Wolsey Theatre is a not-for-profit organisation and registered charity that thrives on a mix of funding sources, including support from Arts Council England, Suffolk County Council, Ipswich Borough Council, corporate sponsorships, donations, and individual giving.

In 2023-2024, we welcomed over 82,000 visitors to more than 300 performances, showcasing a diverse programme of work.

A key focus is our actor-musician musicals, such as **Kinky Boots** (2022, co-produced with Queen's Theatre Hornchurch) and **Brief Encounter** (2023, co-produced with Wiltshire Creative in association with Yvonne Arnaud Theatre, touring to Theatre Royal Bury St Edmunds and Northern Stage). In 2024, we collaborated on **Little Shop of Horrors** with Bolton Octagon Theatre, Hull Truck Theatre, and Theatre by the Lake, as well as **Footloose** with Pitlochry Festival Theatre. Looking ahead to 2025, we will deliver our first international collaboration with a co-production of Michael Frayn's **Noises Off**, touring Ipswich, London, Cumbria, and Luxembourg.

Our annual Rock 'n' Roll Pantomime, featuring a cast of actor-musicians, remains an Ipswich institution, entertaining thousands each year. Recent highlights include **Dick Whittington and His Cat** (2023/24), which attracted over 28,000 attendees across 80 performances, and **Sleeping Beauty** wowed audiences in-person and online this Christmas.

We also focus on curriculum-linked productions for schools, featuring early-career actors from the region. Recent productions include Dennis Kelly's **DNA** (2023) and a fast-paced adaptation of **Romeo & Juliet** (2024). In 2025, we will partner with Eastern Angles for the first time to deliver a new production of John Godber's **Teechers**, specially adapted for East Anglian students.

Throughout the year, we present an exciting mix of productions from acclaimed touring companies, including English Touring Theatre, London Classic Theatre, Le Navet Bête, Frozen Light, Breach Theatre, ThickSkin Theatre, Pentabus, Ad Infinitum, ATC, Middle Child, Rifco, and Tilted Wig. This ensures Ipswich audiences have access to some of the best theatre in the UK, right on their doorstep.

Digital innovation remains central to our work. Our first 'blended production', **The Snow Queen** (2020), involved live contributions from audiences at home alongside live performances in the theatre, reaching audiences worldwide. We continue to livestream much of our produced work to ensure accessibility, earning the 2021 Best Digital Pantomime Award for **Jack and the Beanstalk**.





FOOTLOOSE (2024)
PHOTO CREDIT: WILL GREEN PHOTOGRPAHY

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About our work

Not all our work is just about us. We have an inspiring cohort of associate artists including Aspire Black Suffolk, Jamie Beddard, Mae Munuo, Martha Loader, The Paper Birds and Spinning Wheel Theatre.

In 2024, we co-produced Martha Loader's darkly funny new play **Bindweed** with The Mercury Theatre Colchester and HighTide, in association with The Royal Exchange Theatre. Martha, a recipient of the Film4 and Peggy Ramsay Foundation Bursary, has been with us for a one-year attachment to continue developing her craft and a new play for us.

We are proud to have received the East Anglian Daily Times Community Impact Award and the Suffolk Business of the Year Award, recognising our contributions to the arts and our local community.

We in the process of cultivating exciting projects and co-productions with new UK and international partners for 2025 and beyond.



SLEEPING BEAUTY (2024/25)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



LITTLE SHOP OF HORRORS (2024)
PHOTO CREDIT: PAMELA RAITH

Creative Communities

NWT recognises that culture plays a significant role in building and sustaining communities. We believe in the power of the creative potential in each of us, and strive to provide communities from every part of Ipswich with opportunities to participate in, make and enjoy culture.

Creative Communities is our programme of productions, projects, activities and opportunities for young people, local communities, and the education sector. Some of our recent work includes:

- A social prescribing project **Tell Your Story** delivered in collaboration with the NHS
- A **Warm Space** offer in our Front of House that supported the most vulnerable members of our local community during the cost of living crisis
- **Let's Play** an early years project created in partnership with a local primary school
- **Get up and Go** free summer activity for children in receipt of free school meals
- **The Big Afternoon** a free, outdoor community festival
- **A Midsummer Night's Dream** a mainstage production by our Youth Theatre groups
- **Hare & Tortoise** a Primary schools production touring to 24 schools across Suffolk

Our Creative Communities work also includes supporting the education sector to engage with our produced work; offering creative careers focused opportunities to young people and community hires in our main auditorium.

We run seven term time Youth Theatre groups, including our new Young Creatives offer for 16-21 year olds who are emerging theatre makers. There are 150 spaces for young people to take part across the year which includes our Youth Theatre Plus and Squared offer for disabled and neurodivergent young people.

Alongside our own projects we regularly collaborate with other organisations and support the work of a wide range of local groups including Aspire Black Suffolk (advocacy), Volunteering Matters (social action), UnScene Suffolk (a community arts organisation for visually impaired adults) and Suffolk Refugee Support, by hosting them in NW2. Having communities, staff, practitioners, and artists in the same space provides fertile ground for future creative collaborations ensuring NWT is truly representative of Ipswich.





HARE & TORTOISE (2025)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



SENIOR YOUTH THEATRE
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



METAMORPHOSES (2023)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY



ROMEO & JULIET (2024)
PHOTO CREDIT: WILL GREEN PHOTOGRAPHY

Arts and Culture, Suffolk and the East of England

If you don't know much about Ipswich, it's the county town of Suffolk and is a medieval port and industrial town with a strong history; the urban area has a population of 130,000 and all eyes are currently on the town – and for good reason. The town has been reinvented by investment in its extremely popular waterfront as well as the introduction of the University of Suffolk in 2007. It has a new vision to transform the life of the town and has one of the fastest-growing economies in the UK and is emerging as one of the best places to live in the country.

Unusually, Ipswich has a very large arts ecology, being home to local, regional, and internationally renowned companies including DanceEast, Gecko Theatre, High Tide, Russell Maliphant, Spill Festival, Eastern Angles, Red Rose Chain and New Wolsey Theatre. The cultural sector is dynamic, connected and collaborative; the leadership of NWT plays a significant role.

Because the town is small, it means it has everything you need within proximity. You also get the benefit of the Suffolk countryside, and it's only about 12 miles from the coast. Ipswich Station and Derby Road are the two primary train stations in the town. The former is on the London to Norwich line and has services to London Liverpool Street in a little over an hour. There are also direct trains to Colchester, Felixstowe, Lowestoft, Peterborough and Cambridge.





IPSWICH WATERFRONT
PHOTO CREDIT: IPSWICH CENTRAL



CHRISTCHURCH MANSIONS, IPSWICH
PHOTO CREDIT: IPSWICH MUSEUMS

Equal Opportunities

The mission of NWT is to create, develop and produce a vital and dynamic programme of performances and participatory activity for the people of Suffolk and surrounding areas. We aim to create a programme of the highest quality, maximum diversity and greatest possible accessibility. We believe that this is best achieved through the implementation of an Equal Opportunities and Diversity Policy informing all areas of the company's activity and employment practice.

We are committed to ensuring equality and fairness for all employees, collaborators, contractors and the general public. We will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion or age. We oppose all forms of unlawful and unfair discrimination and will work to promote opportunities for sections of the community that are currently under-represented.

All individuals will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the organisation's output.

We strive to create an environment in which individual differences and the contributions of all our staff are recognised and valued. No form of intimidation, bullying or harassment will be tolerated.

We actively encourage applications from people of all backgrounds, especially those currently less represented in our organisation, the arts industry and on our stages. We are particularly interested to receive applications for this role from Black, Asian and ethnically diverse people, those who identify as deaf and disabled people, neurodivergent people, members of the LGBTQIA+ community and those from lower socio-economic backgrounds.

We are happy to make reasonable adjustments to enable applicants to participate in the selection process, and for the successful applicant to carry out their role.

We will regularly review our employment practices and procedures to ensure fairness. This policy has the approval of the Board and will be reviewed on an annual basis.



Environmental Responsibility

NWT recognises the climate emergency and the role each of us can play in contributing to, and advocating for, a sustainable future.

We are proud that since 2012-13 our investment in building improvements has resulted in a 65% reduction in the carbon footprint created by our use of energy and water.

We are working on a range of measures to make significant environmental impact reductions across all strands of our work and have recently established a cross-organisation working group made up of passionate committed colleagues to set ambitious targets and delivery plans.

All NWT staff are participating in Environmental Awareness training and we are working with organisations such as The Suffolk Carbon Charter to ensure that we draw upon expertise and best practice.

We have been recognised with a Suffolk Carbon Charter Silver Award.

NWT's position at the heart of our community makes us ideally placed to be a shining example of positive change.

