JOB DESCRIPTION

Job Title: Senior Technician

Contract type: Full-Time, permanent

Reporting to: Technical Manager

Salary: £33,967

Location: Queen's Theatre Hornchurch

Holiday: 20 days holiday pro-rata during each holiday year, plus public holidays (rising to 25 days with length of service). The holiday year runs from 1 April to 31 March.

Contract: 39 hours a week, with regular evening and weekend work, for which time off in lieu would apply.

Period of Notice: 2 months

Purpose of the Role
Due to the continued success of the theatre and recent growth, we are seeking a second Senior Technician to complement our growing team.

This role will share responsibilities for leading the delivery of the highest standards in technical operations for Queen's Theatre productions, visiting companies, and hirers – in a friendly, welcoming, and highly professional manner.

Key Responsibilities:

- To support the Technical Manager in the strategic planning, scheduling, and delivery of all technical operations across productions and events.
- To support the staging needs of produced shows, visiting companies and hirers, Community projects and community groups with skill and care, representing the technical department with professionalism and clarity.
- To take a senior role in managing get-ins, fit-ups, technical rehearsals, and get-outs, delegating tasks and supervising other technicians to ensure efficient and safe workflows.
- To take responsibility for the maintenance, safe operation, and readiness of all technical systems and equipment, including light, sound, video, rigging, and stage machinery.
- To mentor, guide, and support Junior Technicians, Technicians and casual staff, promoting continuous learning and high standards of technical practice.
- To proactively identify and address technical issues, accurately documenting and reporting faults, and liaising with the Technical Manager on repair and replacement needs.

- To work collaboratively with Creatives, Designers, and Production teams to achieve artistic ambitions within technical and budgetary parameters.
- To ensure the delivery of a safe working environment for staff, artists, and audiences by upholding and enforcing all Health & Safety policies, risk assessments, and emergency procedures.
- To contribute to sustainable practices by promoting energy-efficient equipment use and waste minimalization across technical operations, supporting the provision of Green Riders where possible.
- To maintain up-to-date knowledge of industry standards, equipment, and working practices, and support the Technical Manager in implementing new technologies and approaches.
- To assist in budget planning by providing accurate technical specifications, costings, and time estimates where relevant.
- To contribute positively to the overall culture of the organisation, fostering collaboration, respect, and a commitment to excellence across departments.
- To undertake any other duties reasonably required by the Technical Manager or Head of Theatre and Production.
- To deputise for the Technical Manager in periods of absence.
- To provide technical design expertise and theatrical creative input for in-house and hired productions, as agreed in advance with the Technical Manager or Head of Theatre and Production.

General

- Keep up to date with emerging technologies and industry trends to improve efficiency and production potential.
- Maintain a working knowledge of the theatre's programme, strategy and business plan.
- Attend staff meetings / training as required.
- Adhere to Queen's Theatre Hornchurch policies and procedures and act as an ambassador for best practice.
- The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.
- The post-holder may be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Person Specification:

Essential

- Proven technical theatre experience across multiple disciplines (lighting, sound, stage, video, rigging).
- Demonstrable knowledge of either counterweight flying, Digico Mixing Consoles & QLab, ETC EOS consoles or other Lighting Systems.

- Strong understanding of Health & Safety legislation and its application in a live performance environment.
- Confident in operating, maintaining, and troubleshooting technical equipment.
- Experience supporting get-ins, fit-ups, rehearsals, and get-outs.
- Ability to work independently and take responsibility as Duty Technician during live events.
- Good time management and organisational skills; capable of managing own workload & time, meeting deadlines, and adjusting to changing priorities.
- Excellent communication and collaboration skills with colleagues, visiting companies and creatives.
- Good written and verbal communication skills.
- Comfortable using technical systems and software for equipment operation, documentation and planning. E.g. AutoCAD, Vectorworks Spotlight, Microsoft etc.
- Attention to detail and a commitment to maintaining high production standards.
- Professional, friendly, and approachable.
- Calm and solutions-focused in fast-paced situations.
- Committed to delivering high-quality technical support.
- Willingness to work unsociable and irregular hours.

Desirable

- Substantial lived experience (and / or a heightened empathy) of working with underrepresented and underserved communities.
- A keen understanding of and / or interest in Outer East London and South Essex as a place.
- Additional training or qualifications (e.g. BS7909, Working at Height, First Aid, PASMA, IPAF, LOLER).
- Awareness of sustainable technical practices in theatre.