Senior Technician

(Full Time, Permanent)

www.queens-theatre.co.uk

Closing date: Monday 30th March at 9am

QUEEN'S THEATRE HORNCHURCH

Welcome

Queen’s Theatre Hornchurch: where your talents find their stage.

Queen’s Theatre Hornchurch (QTH) is the producing theatre serving Outer East London & South Essex, with a catchment area of 1 million+ people.

As a community hub, over 220,000 people enjoy the programme each year, including the best in home grown theatre, visiting live entertainment and inspiring community projects.

Behind the scenes, sets & costumes are lovingly created on-site by a highly skilled carpentry workshop, scenic artists, prop makers and wardrobe team.

> We pride ourselves in being more than just a theatre, placing the local community at the heart of all we do.

James Watson, Acting Chief Executive

Queen's Theatre Hornchurch aims to:

Relentlessly prioritise addressing the under representation of those people QTH works with and serves, including an increasing focus on D/deaf & disabled artists and participants.

Increasingly work in different ways off site to engage with new people, often hyper locally in underserved places.

Ambitiously address environmental responsibility in the stories QTH tells and the ways and environment in which these are made and told.

Place QTH firmly at the heart of cultural place making within its sub region through the international, national, regional and local partnerships it facilitates and engages in.

Secure the future of the award winning 21st century producing theatre QTH has developed into during the last 5 years, through increased levels of public and private investment.

About 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 responsibility 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.

Job Title: Senior Technician

Reporting to: Technical Manager

Responsible for: Casual and Freelance Technical staff

Duration: Permanent

Salary: £33,967

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

Contract: Full-Time, permanent contract subject to a 6-month probationary period

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

Probation: Six months' probation period (during which there is 2 weeks notice on either side)

Notice Period: 2 months

The Turn of the Screw 2024 – Photograph by: Manuel Harlan

Main 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, Communities 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 lighting, 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 minimization 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.

Photographed by Manuel Harlan - Handbagged, February 2025

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.

How to Apply

Application Deadline:
Monday 30th March at 9am

Interviews:
First interview (remote via MS Teams): W/C 13th April 26.
Second interview (in-person at QTH): W/C 20th April 26.

To Submit Your Application:
Fill in our Application form and Equal Opportunities form at:
www.queens-theatre.co.uk/about-us/qrecruit/
(Applications by CV cannot be considered)

For assistance:
Please contact recruitment@queens-theatre.co.uk

Queen's theatre Hornchurch is committed to offering training, mentoring and coaching support to the right candidates who may need to develop skills in areas of the person specification. This can be discussed further at interview stage.

We want to make all opportunities at Queen's Theatre Hornchurch accessible to anyone who wants to apply.

If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss with you.

We will send questions in advance of first and second round interviews to allow you time to prepare. We may ask for a task or presentation at second round interview.

If you would like an informal conversation **with Emily Holmden-Kingsman, Technical Manager** to find out more about the position, in advance of, or whilst you are considering making an application, please contact: recruitment@queens-theatre.co.uk to arrange a mutually convenient time.

Please note for interviews we will reimburse travel expenses, provide BSL interpreters and language interpreters.

The SpongeBob Musical 2024 - Photograph by: Zbigniew Kotkiewicz

Disability Confident

At Queen's Theatre Hornchurch, we are committed to promoting and protecting the physical and mental health of all our staff.

As a Disability Confident Committed Employer, we have committed to:

- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people.

Find out more about Disability Confident at: www.gov.uk/disability-confident

About Queen's Theatre Hornchurch

Queen's Theatre Hornchurch (QTH) is proud to be a **producing theatre** serving Outer East London and South Essex. Stretching from Stratford in the west to Colchester in the east, with a **catchment of over one million people** within just 30 minutes' travel time, QTH serves as a **vital cultural hub** for communities across the area.

We produce and present bold, engaging and entertaining work on our stages and in our communities, alongside a year-round creative participation programme for people of all ages.

Audiences are guaranteed a **warm welcome** from this three-year winner of UK Theatre's Most Welcoming Theatre, London Theatre of the Year 2020 (The Stage Awards) and 2023 finalist for 8 of the Off West End Theatre award categories for the public's favourite venue.

QTH is poised for its next chapter with the ambition to be a **values-driven charity**, **shaping a programme that belongs to, and reflects, the communities we serve**. Last year (2024/25) was another exceptional year for QTH, with over 95k people visiting us to experience live performance and with a further 35k getting involved in one of our many community participation activities.

QTH's producing scale and partnerships continue to grow. Our production of Moira Buffini's Handbagged toured to 13 venues across England as part of Theatre Nation Partnerships, supported by the National Theatre, reaching over 19k people across 91 performances and forging new producing relationships. Recent and current co-producers include New Wolsey Theatre, Theatre by the Lake, Les Théâtres de la Ville de Luxembourg and the East Anglia Touring Consortium.

We are also partnering with with Rifco, ZooCo, Complicite, Tara Theatre, The Future Laboratory Programme, Separate Doors and Birkbeck University on projects such as touring work, residencies, assistant director placements and the development of new work, including a brand-new musical commissioned with support from Arts Council England due to be announced for summer 2026.

Our annual traditional family pantomime grows in popularity, with *Cinderella* (24/25) welcoming over 29k audiences members seeking their festive fix, as well as a growing and embedded access offer, including British Sign Language within the narrative and an expanded programme of BSL and captioned performances.

QTH **commissions new writing and champions its onward life**. After a successful Hornchurch run, Jonathan Maitland's Wilko transferred to Southwark Playhouse, Leicester Square Theatre and Everyman Theatre Cheltenham. Anne Odeke's Princess Essex, first produced at QTH before being expanded by the Globe Theatre.
Alongside our core produced work we host a **broad range of visiting work**, one-nighters, live music, comedy, family shows and local community groups throughout the year, for a great night out.

Communities work reached over 35,000 participants, spanning 1,720 sessions with 114 partners, from creative health projects to schools' engagement. QTH's Youth Theatre (QYouth) production *The SpongeBob Musical* involved more than 180 young people on and off stage in a sold-out summer production (2024).

Havering Changing, the Creative People and Places programme for which QTH acts as the lead organisation, puts local people in Harold Hill, Orchard Village, Rainham and Romford in the lead of choosing, creating and taking part in arts and culture. In the latest funding round, Havering Changing secured £250k from Arts Council England for April 2025 to March 2026, **supporting community-led programmes** across the borough.

Situated in the borough with the 4th lowest arts engagement in London, and as the 11th fastest changing borough in the country, QTH is leading new local cultural education and creative health voluntary sector partnerships. Each year an astonishing 45% of QTH's audience are new to the Theatre and 61% are from underserved areas.

As a **much-loved registered charity**, QTH receives regular funding from **London Borough of Havering** and **Arts Council England**. This is alongside increasing support from a **generous range of supporters**.

QUEEN'S THEATRE
HORNCHURCH

Queen's Theatre Hornchurch
Billet Lane
Essex
RM11 1QT

Box Office: 01708 443333
www.queens-theatre.co.uk

queenstheatreh
QueensTheatreHornchurch