



# LEEDS PLAY HOUSE

## SENIOR STAGE TECHNICIAN

### Recruitment Pack

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



**THE LIZ & TERRY BRAMALL  
FOUNDATION**





QUARRY THEATRE  
**850 CAPACITY**



BRAMALL ROCK VOID  
**100 CAPACITY**



COURTYARD THEATRE  
**420 CAPACITY**

# QUICK FACTS

## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c175,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M

TURNOVER

## +

THIS **SHORT FILM** WILL  
HELP YOU UNDERSTAND  
WHAT WE'RE ALL  
ABOUT.

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

[leedsplayhouse.org.uk](https://leedsplayhouse.org.uk)

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# WHO WE ARE

**Leeds Playhouse** has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the **UK Theatre Awards**. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.





# WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It is grateful for the continued support of **Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation** and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

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  @leedsplayhouse



# THE ROLE

We support designers, directors and all manner of artists in realising their vision, through creativity in projects that reach far wider than just our traditional performance spaces.

We need your skills and commitment to support and develop our department as our organisation explores taking work from our stages further into the online and digital realm.

Of course, we need an exceptional technician with the expertise to solve technical challenges, but we also need great team players, who champion the Playhouse's values and who can approach projects with a strong understanding of how their skills and support can be of benefit.

You will work collaboratively within our production team, but also with the wider playhouse community; supporting the work of our producing team, visiting companies, and our Playhouse Connect team.

No two projects will be the same, and your open-minded approach, willingness to learn and develop, and most importantly; your desire to collaborate with a diverse range of people from all kinds of backgrounds will ensure the work is never dull!

The **Senior Stage Technician** is a member of the Stage team, line managed by the Head of Stage.

You would be one of 2 Senior Stage Technicians at the Playhouse.



# DUTIES AND RESPONSIBILITIES

## THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

### DUTIES AS SENIOR STAGE TECHNICIAN

- To assist the Head of Stage and Deputy with the day-to-day management and operation of the department.
- A key area of responsibility is to undertake performance duties on all **Leeds Playhouse** in-house productions and to appear on stage, if required, in appropriate clothing or costume to carry out allocated performance duties.
- To undertake the role of Duty Stage Manager on touring shows, conferences or concerts as agreed.
- To take main responsibility for the overseeing and delivery of the counterweight flying systems for fit ups, get outs and performances.
- To be responsible for the direct show crew running within performances.
- To be responsible for the operation and inspection of automated equipment for performances in assigned productions following training from specialist company.

### DUTIES AS A MEMBER OF THE STAGE TEAM

- To assist with stage get-ins, fit-ups and get-outs as called for in-house productions.
- To oversee the stage get ins, fit ups and get outs as called for visiting companies and events.
- To help load and unload vehicles as required.
- To fit-up, install, rig and check all rehearsal or performance sets that relate to the use of stage equipment, masking, scenery and stage technical equipment as required.
- To produce accurate and detailed flying plots and cue sheets in accordance with departmental policy.
- To attend production rehearsals as called.
- The correct and safe use of a wide range of work equipment including access equipment, lifting equipment, test equipment, wood and metal working machinery and tools.

- It is a requirement that all employees will adopt a responsible attitude for the proper use, care and security of premises and property belonging to **Leeds Playhouse**.
- To assist in the operations of the stage team including:
  - despatch and delivery of goods.
  - maintenance of equipment.
  - stocktaking.
  - movement of goods, scenery, furniture, properties and technical equipment.
- To undertake building maintenance work as required.
- To make visits, as required, to suppliers in order to acquire, collect or deliver goods.
- To ensure that stage technical equipment, electrical equipment, special effects equipment, audio visual equipment and, where appropriate, sound equipment and cables used in working areas are deployed in a clean, tidy and orderly condition and taken care of at all times.
- To supervise the effective and safe working of other personnel, including skilled and unskilled personnel, who are allocated to assist you with the completion of a specific task and/or project.
- To be responsible for the safe keeping of all purchase orders and petty cash issued to you and to promptly return unused petty cash together with full records and receipts relating to purchases made on behalf of Leeds Playhouse.
- To be able and willing to work confidently at height.
- To undertake vehicle driving duties as may be required.

## GENERAL RESPONSIBILITIES

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.
- To be willing to undertake training and development as required.

## ANY OTHER DUTIES

The duties and responsibilities set out are not exclusive or exhaustive. 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 would be given appropriate training and equipment to carry out any duties of this kind.



# KEY RELATIONSHIPS

The role of **Senior Stage Technician** is part of the Stage team, which sits within the wider Production directorate.

You will be line managed by the **Head of Stage**.

## KEY INTERNAL RELATIONSHIPS

- Head of Stage
- Deputy Head of Stage
- Senior Stage Technician
- Casual Stage Technicians
- Studio Theatre Technicians
- Production Managers
- Production Head of Departments
- Scenic Workshops
- Stage Management
- Other Production teams
- Creative teams
- Technical Director
- Building Maintenance team
- Security team

## KEY EXTERNAL RELATIONSHIPS

- Set Designers
- Visiting companies – Production Managers / Producers / Stage Managers
- Film makers
- Corporate events organisers

# PERSON SPECIFICATION

## ESSENTIAL REQUIREMENTS

**If you not demonstrate that you meet all these criteria you may not be shortlisted:**

- Professional experience in technical stage departments in producing theatres, tours and large-scale events.
- Ability to work in and lead a team.
- Good communication skills.
- Ability to read and understand working drawings.
- Basic practical knowledge of the rigging, installation, and operation of stage equipment.
- Awareness of current Health & Safety Legislation.
- The commitment and drive to produce work of the highest standard.
- Ability to work confidently at height.
- Good timekeeping and ability to work to deadlines.
- Ability to work inclusively.
- Interest in the arts, particularly theatre.

## DESIRABLE REQUIREMENTS

**If we need to choose between candidates who meet the essential criteria, we may take these factors into account:**

- First Aid certificate.
- Woodworking, metal working and welding skills.
- Computer literate.
- Full clean driving licence.
- Basic firefighting skills.
- Forklift truck driver's license.



# EMPLOYMENT TERMS SUMMARY

## CONTRACT

Permanent, full-time contract.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of probation period

## SALARY

£26,062 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

## HOURS

Full time – 40 hours per week over 6 days. Evening, weekend and some Public Holiday work will be required. You will be expected to work overtime as required.

There may be occasions when you are required to work outside the normal hours outlined. You are entitled to be paid overtime in line with the overtime policy in effect in your department.

## PROBATIONARY PERIOD

12-24 weeks, subject to timing of appointment and schedules.

## NOTICE PERIOD

4 weeks.

## LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

12-week relocation payment available for those whose current base is over 40 miles away from Leeds Playhouse.



# BENEFITS

## PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution

## HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service

## BENEFITS

- 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)



# HOW TO APPLY

TO FIND OUT  
MORE, PLEASE  
CONTACT OUR  
TEAM AT  
[production@leeds  
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

## PHOTOGRAPHY CREDITS

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Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

## HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk).

## INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

## EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

## SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman interacting at an event. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard with a badge that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at a smartphone held by the woman. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding the smartphone and a yellow drink in a clear cup. The background is dark with some blue and white bokeh lights. A large, semi-transparent orange vertical bar is on the left side of the image.

# THANK YOU

## FIND US AT

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Quarry Hill, Leeds LS2 7UP  
[leedsplayhouse.org.uk](http://leedsplayhouse.org.uk)  
0113 213 7700