

A collage of theatrical images featuring actors in various costumes and settings. Overlaid on the collage is the text "STUDIO THEATRE TECHNICIAN" in large, bold, yellow capital letters. The background includes a man in a patterned jacket, a woman in a green dress, a man in a grey suit, and a woman in a white top and blue skirt.

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



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

+

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

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

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. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim, including the Olivier-nominated and UK Theatre award-winning *Animal Farm*. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

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THE ROLE

We are recruiting for a multi-skilled technician with experience of working within the events and entertainment industry to join us in the role of **Studio Theatre Technician**, based within our Production department.

As one of two Studio Theatre Technicians, you will be responsible for –

- Contributing to the smooth delivery of shows and events in our Studio Theatre.
- Event activities in the Playhouse Front of House spaces.
- Community driven projects across our city.
- Creative projects as part of our digital development programme.

This list is not exhaustive of your contribution to the teams, and no two projects will be the same, meaning the work is never dull! An open-minded approach, willingness to adapt, and, most importantly, a desire to collaborate with a diverse range of people from all kinds of backgrounds will be essential for this role.

You will be working in collaboration with colleagues across all our Production teams (Stage, Lighting & Video, Sound, Stage Management, Scenic Workshops and Costume) in support of external creative teams, visiting companies, early career artists and in-house productions.

DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE ARE:

- Undertaking the role of duty technician for productions, projects, conferences and events in the Bramall Rock Void venue, Front of House spaces or other performance spaces.
- To programme and operate Sound, Lighting and Audio-Visual equipment as required for conferences, shows and events.
- To liaise with internal Production Managers and the representatives of visiting companies in good time, to ensure the effective delivery of each event.
- To maintain in good order, all technical equipment and physical resources associated with the Bramall venue.
- To help identify, monitor and report on all additional resources required for effective delivery of events in the Bramall venue and Front of House spaces.
- To work closely with the Heads of Lighting & Video, Sound, Stage and Stage Management as required in support of all work presented in the Bramall Rock Void studio and Front of House.
- To be part of other production teams to support work within Quarry and Courtyard theatres and other venues as appropriate.

PRACTICAL RESPONSIBILITIES

- To prepare the venue as required in respect of layout, seating, staging, technical equipment and backstage areas including dressing rooms.
- To assist with Load-ins, fit-ups, technical rehearsals and get-outs.
- To assist with the loading and unloading of vehicles.
- To fit up, install, rig, check and operate production lighting equipment, electrical equipment, sound and audio-visual equipment for rehearsals, performances, projects or events
- To undertake the cleaning, testing and maintenance of work and production equipment.
- To undertake basic equipment and building services maintenance work as required.

- To ensure that all production lighting, electrics, special effects, sound and audio-visual equipment is rigged, adjusted and operated in accordance with the requirements of productions, events or projects.
- To check against riders, plans, plots and lists in order to determine the requirements of a production, event or project relating to production lighting, electrical, staging, sound and audio-visual equipment.
- To attend rehearsals, as required.

PLANNING & ADMINISTRATIONAL TASKS

- To undertake stock-checks and inventory management reporting of equipment and materials.
- To adhere to all company policy and procedure, to maintain a safe, healthy working environment.
- To identify and report all hazards arising from the venue, work environment and activities undertaken in the Bramall Rock Void venue.
- To follow all department policy and procedures in preparing, rigging, running and dismantling of shows.
- To attend planning meetings in order to ensure the smooth running of the venue and its resources.
- To compile and distribute show reports to the relevant parties.

WORKING SAFELY

- To correctly and safely use a wide range of work equipment including access equipment, lifting equipment, test equipment, hand tools, power tools and machinery.
- To adopt a responsible attitude towards the proper use, care and security of premises and property belonging to, or the responsibility of, Leeds Playhouse.
- To ensure that production lighting equipment, electrical equipment, special effects equipment, audio visual equipment, cables and, where appropriate, other production equipment which is used in working areas is deployed in a clean, tidy and orderly condition.

- To maintain a clean, tidy and safe workplace; specifically in respect of the Bramall Rock Void studio theatre.
- To supervise the effective and safe working of other personnel, including skilled and unskilled workers, who are allocated to assist you with the completion of a specific task and/or project.
- To confidently work at height using a variety of different access equipment including but not limited to; tallscopes, ladders, steps and aerial work platforms.
- To undertake vehicle driving duties as may be required.
- In conjunction with the Sound, Lighting & Video and Stage departments; to undertake routine in-service Inspection and Testing of all electrical and work equipment utilised by the Bramall Rock Void venue to comply with relevant legislation.

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 the Production department in particular and the 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 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 reasonable 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 also be asked 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.

KEY RELATIONSHIPS

The role of Studio Theatre Technician is part of the Production team, which sits within our wider Production department. You will be managed by the Production Manager.

As a multi-skilled technician, you will also have relationships with other Production teams, primarily Stage, Sound and Stage Management.

KEY RELATIONSHIPS

- Technical and Production staff
- Specific reporting requirement to Heads of Stage, Sound and Lighting & Video teams
- Production Managers
- Stage Management
- Other production departments
- Furnace Coordinator
- In-house creative teams
- Producing and Programming team (Producers)
- Conference Sales & Events Manager
- Playhouse Connect team
- Technical Director

KEY EXTERNAL RELATIONSHIPS

- Lighting and Sound designers
- Set Designers
- Touring production staff
- Furnace artists

PERSON SPECIFICATION

ESSENTIAL

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

- Professional experience working as a multi-skilled venue technician.
- Proven skills in the application of lighting, sound, audio-visual and staging for events and theatre productions.
- Proven experience of operating and programming ETC Eos family theatre lighting controls.
- Proven experience programming and operating Qlab.
- Proven experience using colour changing LED fixtures and moving lights.
- Proven experience mixing sound (using a digital mixing-desk) for small events and conferences.
- Demonstrated ability to work to given deadlines.
- Ability to fault-find technical problems.
- Self-motivated and proactive work ethic.
- Proven ability to work both without supervision and as part of a team.
- Willingness to work evenings and weekends.
- Ability to work confidently at height.
- Computer literacy.
- Experience of using good Health & Safety practices in a theatre environment.

DESIRABLE

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

- A formal qualification in technical theatre.
- Experience working in a busy studio environment.
- Experience working with video projection.
- Full, clean Driving Licence.
- A basic working knowledge of electrical principles.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a 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

£25,646 per year, plus BECTU/UK Theatre commercial get-outs and overtime payments.

HOURS

Full-time of 40 hours per week over 6 days, Monday to Saturday. Working pattern variable as per issued rotas. Evening and weekend work will be 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 weeks.

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 subsistence payment available for those whose current base is over 40 miles away from Leeds Playhouse. Please note this payment is subject to tax and NI.



BENEFITS

PENSION

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

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 THE
TEAM AT
[production@leeds
playhouse.org.uk](mailto:production@leedsplayhouse.org.uk).

PHOTOGRAPHY CREDITS

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Page 13: *The Lives We Carry* at
Furnace Festival, photography by
Steffi Njoya

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 vacancies page listing. 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.

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 is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

A photograph of a man and a woman looking at a smartphone together at night. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the phone. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange shape is on the left side of the image.

THANK YOU

FIND US AT

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