



Theatre Technician and Support Officer

Work Location: Oak Theatre at Scarisbrick Hall School

Salary: £27,000 per annum

Contract Types: Permanent

Position Type: Full time, 40 hours per week

Reports to: Theatre & Lettings Manager

Working times

Your weekly schedule and hours will vary from Monday to Sunday and will involve regular evening and weekend work depending on the theatre schedule and maintenance taking place throughout the year.

About The Oak Theatre

The Oak Theatre is a vibrant and dynamic venue committed to delivering outstanding performances and events to our community. We take pride in fostering creativity, professionalism, and a supportive team environment. The role we are seeking a skilled and dedicated Theatre Technician to join our team on a full-time basis. This is an exciting opportunity for someone with experience in theatre operations who is looking to step away from freelance work and commit to a stable role within a supportive and creative environment.

As a Theatre Technician, you will play a vital role in ensuring the seamless execution of internal and external productions and events. You will work closely with the Theatre Manager to deliver high-quality lighting, sound, and stage setups that enhance the audience experience.

Key Responsibilities

- Operate and maintain lighting, sound, and stage equipment for productions and events.
- Collaborate with external production teams, and performers to meet technical requirements.
- Oversee technical setups and breakdowns, ensuring all equipment is used safely and efficiently.
- Conduct routine maintenance and checks on theatre equipment to ensure optimal functionality.
- Provide technical support during rehearsals and performances.

Theatre Technician Responsibilities:

1. Lighting Management:

- Setting up and operating lighting systems for production.
- Programming and adjusting lighting cues based on the client/director's vision.
- Maintaining and troubleshooting lighting equipment.

2. Sound Engineering:

- Setting up microphones, speakers, and soundboards.
- Managing live sound mixing during performances.
- Ensuring proper sound levels and clarity for the audience.
- Troubleshooting sound issues during rehearsals or performances.

3. Set Design and Stage Management:

- Assisting with the construction, installation, and maintenance of sets.
- Ensuring all props, sets, and elements are in place before and during performances.
- Managing stage entrances and exits, handling set changes during the performance.

4. Video and Projection:

- Setting up and operating projectors or video equipment for visual effects, if required.
- Coordinating multimedia elements, including video projections, during performances.

5. Technical Rehearsals:

- Running technical rehearsals to ensure all equipment works smoothly.
- Adjusting and troubleshooting any issues related to lighting, sound, or stage management.
- c. Ensuring synchronization between the live action and technical elements.

6. Health and Safety:

- Following safety protocols, ensuring that all technical setups are safe for performers and the audience.
- Maintaining proper rigging for lights and sets.
- Adhering to fire safety regulations.

Recording Studio Technician Responsibilities:

1. Audio Recording and Mixing:

- Setting up microphones and audio equipment for recording sessions.
- Operating recording software and hardware to capture sound at the highest quality.
- Mixing audio tracks, adjusting levels, effects, and EQ for optimal sound.

2. Studio Equipment Maintenance:

- Ensuring all studio equipment (microphones, mixers, audio interfaces, etc.) is functioning correctly.
- Troubleshooting technical issues with equipment during recording sessions.

3. Sound Editing:

- Editing recorded sound to remove unwanted noise, correct errors, or enhance the audio.
- Cutting, arranging, and blending tracks as needed for projects (such as albums, voiceovers, etc.).

4. Session Management:

- Coordinating with artists, producers, and engineers to ensure smooth recording sessions.
- Managing recording schedules and time to maximise productivity.
- Creating and managing audio files for future reference or release.

5. Mastering:

- Finalising audio for distribution, ensuring it meets industry standards.
- Making adjustments to ensure consistency across tracks and formats.

6. Collaboration and Communication:

- Working closely with artists, producers, and other studio staff to achieve the desired sound.
- Taking direction and providing feedback during the recording process.

7. Health and Safety:

- Ensuring that the studio environment is safe for both people and equipment.
- Managing noise levels, both in the recording environment and with equipment, to avoid hearing damage.

Theatre Support Responsibilities:

Outside of Theatre events, you will support the Head of Commercial, Theatre Manager, and Commercial Team through:

- Administration tasks
- Attendance at school events
- Deputising for the Theatre Manager in their absence
- Representing the Oak Theatre as an ambassador at marketing events
- Supporting outreach programs associated with the Theatre
- Liaison and communication with theatre customers

Requirements

- Proven experience working in a theatre environment.
- Strong knowledge of lighting, sound, and stage management systems.
- Ability to work collaboratively and adapt to the demands of a fast-paced environment.
- Commitment to safety and best practices in theatre operations.
- Excellent problem-solving skills and attention to detail.

The Ideal Candidate

The perfect candidate will have a passion for theatre and a desire to dedicate their skills to The Oak Theatre.

We are looking for someone who is ready to transition from freelance work to a stable and rewarding full-time position, bringing their expertise to enhance our productions and support the theatre's vision.

What We Offer

- The opportunity to work in a beautiful historic environment within a purpose built modern theatre.
- A supportive and collaborative team culture.
- Professional development opportunities.

Benefits:

- Free parking
- On-site gym
- Staff discounts

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding training will be given.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The school will conduct this check for you.

How to Apply

Please send your CV and a brief covering email to:

recruitment@scarisbrickhallschool.co.uk