

**RECRUITMENT
PACK**

Deputy Technical Manager



WELCOME

Thank you for your interest in the role of Deputy Technical Manager at Hackney Empire.

Hackney Empire is a landmark venue recognised nationally for our work with young people and young artists, and our commitment to championing global majority creatives. We have recently appointed a new executive team, with Chris Sudworth as CEO and Julia Mattingley as Director of Operations & Commercial and have secured a National Lottery Heritage Fund development grant.

As such, we are looking forward to a period of growth and development forging new creative, community and business partnerships; becoming more central to the cultural narrative locally, in London and nationally.

For almost 125 years, Hackney Empire has been a much-loved home for the people of Hackney, East London and beyond to come and share experiences together in our theatre. In 2025 we welcomed over 150,000 people through our doors to enjoy everything art and culture has to offer: from comedy to opera, theatre to live music, world-class dance, spoken word and community events. 2025 was also a record-breaking year for our legendary pantomime, in which we welcomed 45,000 audience members, an increase of 8% on 2024. We are proud to be an Arts Council England National Portfolio Organisation.

HACKNEY EMPIRE

Hackney Empire is a world renowned, Grade II* listed, Edwardian music hall, and now a modern variety theatre presenting and championing the best in local, national, and international arts and culture in all its forms. Designed by Frank Matcham and built in 1901, the theatre was fully restored in 2003. The glorious and ornate auditorium can accommodate upwards of 1,200 audience members, making it one of the capital's largest venues outside of the West End. Hackney Empire is often referred to as one of the most beautiful theatres in the country and in fact was recently ranked first in Time Out's "11 Most Beautiful Theatres" article.

Hackney Empire has a legacy as a cultural beacon and safe space which annually welcomes up to 150,000 audience members - an audience that fully reflects the incredible diversity and vibrancy of London's communities. For decades Hackney Empire has been regarded as a vital and exceptional platform for Black, Asian and global majority creatives, artists and audiences, and has a proud practise of supporting marginalised and isolated voices.

Learning and Participation runs through everything we do at Hackney Empire. Our engagement programmes are specifically designed with our local communities in mind and co-created through a range of consultation and partnership working. Young People's voices are integrated into programme design and delivery through our Young Producers Programme, Young Board R&D group, Associate Artists and Trainee programmes. Being deeply connected to our local community and creating space for participants to tell us what they need from Hackney Empire is central to how we work. Inclusivity and access, collaboration, care and integrity are guiding principles for us.

Our ambitious programme of work has multiple entry points, and we pride ourselves on being able to journey with participants from initial light touch engagement projects in school, right through to professional performance opportunities and leadership roles. We work with primary, secondary, FE and HE settings through our Outreach strand of work; young people aged 14 to 19 and early career artists through Creative Futures; and older community members through the Hackney Empire Community Choir. We are locally focussed with connections across London and nationwide, ensuring that we are both Hackney specific, and nationally recognised.

THE ROLE

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| Department: | Technical |
| Job Title: | Deputy Technical Manager |
| Responsible to: | Technical Manager |
| Responsible for: | General Technicians, Casual / Sessional Technicians and Technical Apprentices (where applicable) |
| Collaborates With: | Heads of Programming, Theatre Manager, Duty Managers, Stage Door, Director of Operations & Commercial, Facilities & Compliance Manager, Visiting Companies |
| Job Purpose: | Support the Technical Manager to lead and motivate a committed technical team to ensure the flawless execution of large-scale transfers, touring musical theatre, dance, opera, comedy and live music shows; supporting produced work and public-facing activity from our Creative Futures programme. |
| Salary: | £40k per annum + overtime (where applicable) |
| Hours: | 40 hours / week (excluding unpaid breaks) averaged over a rolling 17-week period (including intensive evenings, weekends, fit-ups and get-outs) |
| Benefits: | <ul style="list-style-type: none">• 22 days annual leave allowance rising to 27 days based on an incremental system plus bank holidays and other public holidays (or time in lieu if worked)• Stakeholder pension scheme• Staff discount in the on-site Food & Beverage concession• Employee Assistance Programme |

KEY RESPONSIBILITIES

Production Advancing & Visiting Company Liaison

- **Technical Implementation:** Deliver exceptional technical support across the theatre and all alternative rehearsal, performance or event spaces.
- **Technical Advancing:** Act as a core point of contact for incoming productions. Establish requirements in advance, evaluating complex riders, lighting plots, and rigging specs against venue infrastructure.
- **Recharges & Costings:** Generate precise costings, dynamic crew schedules, and technical re-charges for internal projects, produced work and visiting companies.
- **Customer Care:** Ensure all departmental interaction with creative teams and stage management (internal and visiting) is enabling, efficient and professional.

Backstage Operations & Stagecraft

- **Fit-Ups & Get-Outs:** Directly lead and supervise the safe, organised, and rapid get-in, fit-up and get-out of complex scenic structures and productions.
- **Systems Oversight:** Demonstrate an expert operational understanding of stagecraft, rigging and counterweight flying systems.
- **Multi-Disciplinary Support:** Provide cross-departmental technical expertise, stepping in to troubleshoot intricate lighting (LX), digital sound, AV network infrastructures and stage machinery.
- **Show Duties:** Act as Duty Technician on a rostered basis, powering up systems, running cues, troubleshooting under live pressure and supervising backstage safety while liaising with Front of House teams.

Health, Safety & Compliance (Risk Champion)

- **Safety Culture:** Act as the technical department's Risk Champion, promoting a positive health and safety culture that complies with entertainment licensing, fire and building regulations.
- **Risk Mitigation:** Collect, author, and review detailed Risk Assessments, Method Statements (RAMS) and COSHH compliance files from visiting companies well ahead of arrival.

- **Inductions:** Deliver clear safety briefings and “toolbox talks” to visiting and in-house personnel, casual crew, and contractors.
- **Safeguarding:** Uphold strict compliance with venue safeguarding policies, recognising departmental responsibilities when productions involve working with children or vulnerable adults.

Team Leadership & Administration

- **Deputisation:** Represent the technical department at venue management meetings and act as the senior technical decision-maker in the absence of the Technical Manager.
- **Staff Management:** Manage, schedule and log rotas and annual leave for technicians while ensuring compliance with Working Time Regulations.
- **Casual Crew Lifecycle:** Initiate and manage the ongoing recruitment, onboarding, training, and competency tracking of a diverse pool of casual sessional technicians.
- **Finance:** Assist the Technical Manager and Director of Operations & Commercial with the annual budgeting process and work to approved budgets

Building and Equipment Maintenance

- **Statutory Maintenance:** Ensure the safe use and routine inspection of all technical equipment and stage infrastructure, coordinate robust testing procedures and annual asset tracking for statutory compliance (e.g. LOLER, PUWER, PAT, Fixed Wiring) and ensure accurate records are maintained.
- **Facilities Support:** Work with the Facilities & Compliance Manager to address general building repairs of technical areas, backstage/BOH tidiness and physical maintenance tasks as needed to maintain high venue presentation standards.

Sustainability & Values

- **Inclusion & Diversity:** Support our organisational commitment to equity, diversity, inclusion and belonging, ensuring a safe and welcoming culture for all backgrounds and abilities.
- **Green Practice:** Actively implement and develop environmentally sustainable initiatives within the department in line with the Theatre Green Book frameworks.
- **Access Support:** Facilitate the technical set-up and delivery of performances designated as captioned, audio-described or relaxed.

Additional Responsibilities

- Promote organisation's mission, values, behaviours and commitment to equality, diversity and inclusion.
- Undergo relevant training and development required by the Technical Manager
- To comply with all legal requirements relating to General Data Protection Regulations, Equality Act 2010 and Employment Rights Act 2025.
- To carry out any other tasks that will be allocated by the Technical Manager on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

It is a requirement of Hackney Empire that all colleagues work in a flexible manner compatible with their roles and in line with the values of the company. This job description is a guide to the key duties and responsibilities and task for which the jobholder is accountable but due to the nature of the business, the specific responsibilities activities may vary and develop over time. Therefore, the job description should be seen as indicative and not as a permanent, definitive and exhaustive statement.

PERSONAL SPECIFICATION

Essential Skills, Experience & Qualities

- **Large-Scale Venue Experience:** Significant technical theatre experience working within a high-turnover premium receiving house or a large-scale touring environment.
- **Leadership Track Record:** Proven experience supervising, mentoring and organising workloads for full-time technical staff and large casual crews.
- **Stagecraft & Flying Expertise:** Thorough operational knowledge of counterweight flying systems, rigging techniques and structural stage engineering.
- **Lighting, Sound & AV Expertise:** High level of competence and experience in Lighting or Sound, with good level of competence in the other named areas.
- **Technical Literacy:** Conversant with typical theatre infrastructures including lighting control software, digital sound desks and audio networking protocols, such as Dante networks, QLab software etc
- **Safety Legislation:** Deep practical understanding of current UK Health and Safety legislation, including Safe Systems of Work and Construction Design and Management (CDM 2015) regulations.
- **Communication & IT Fluency:** Excellent written and verbal communication skills with professional proficiency in Microsoft Office (particularly Excel/Sheets for recharges and rotas).
- **Administration & Budgets:** Highly organised and committed to administrative tasks with experience of working to a budget and dealing with recharges.
- **Physical Resilience:** Capable of meeting the physical demands of a manual environment, including working comfortably at height and operating access machinery (e.g. Tallescopes).
- **Operational Flexibility:** Flexibility in relation to duties and working hours, with a willingness and commitment to work evenings, weekends, and late nights, within the context of legally compliant working schedules.

Desirable Qualifications, Knowledge & Experience

- **H&S & First Aid:** IOSH Managing Safely or NEBOSH General Certificate and First Aid At Work certification.
- **Industry Specific:** ABTT Bronze/Silver/Gold awards or a relevant technical theatre qualification.
- **Technical Licenses:** IPAF (3a & 3b), PASMA (mobile towers) and certified Rigging/ Working at Height Rescue training.
- **Scenic Craft:** Experience in scenic carpentry, set construction and the safe operation of workshop power tools.
- **Electrical Compliance:** City & Guilds Portable Appliance Testing (PAT) or BS7671 / BS7909 electrical certifications.
- **Design Software:** Proficiency in AutoCAD or Vectorworks for reading, altering and interpreting technical layouts.
- **Industrial Agreements:** Working knowledge of BECTU and UK Theatre / SOLT industrial regulations and employment frameworks.

TERMS & CONDITIONS OF THE ROLE

- **Notice Period:** 1 month during probationary period (on either side), thereafter 2 months.
- **Place of work:** Hackney Empire, 291 Mare Street, London E8 1EJ.
- **Hours:** 40 hours / week (excluding unpaid breaks) averaged over a rolling 17-week period (including intensive evenings, weekends, fit-ups and get-outs).
- **Holiday:** 22 days per annum rising to 27 days based on an incremental system, plus bank holidays and other public holidays.
- Stakeholder pension contribution.

HOW TO APPLY

Reference: Deputy Technical Manager

Apply by: Sunday 19th July 2026 at 23:59

Interview(s): w/c 27th July 2026

Candidates should apply for this role by providing a:

- **Cover letter, of no more than two pages, setting out your interest in the role and examples of how you meet the person specification.**
- CV
- **Completed Equal Opportunities Form**

Applications should be sent to recruitment@hackneyempire.co.uk including in the subject line reference Deputy Technical Manager.

Hackney Empire encourages applications from anyone from the global majority and those with disabilities, including but not limited to deafness and sight, especially where we consider we are under-represented in our organisation. If you identify in any of these ways and can demonstrate you have the essential experience, knowledge, skills and abilities for the role in line with the person specification, we offer a guaranteed first-round interview.

