

**RECRUITMENT  
PACK**

**Theatre Technician**



# WELCOME

Thank you for your interest in the role of Theatre Technician 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

<b>Department:</b>	Technical
<b>Job Title:</b>	Theatre Technician
<b>Responsible to:</b>	Deputy Technical Manager
<b>Responsible for:</b>	Casual / Sessional Technicians, Flexible Workers, and Technical Apprentices (where applicable)
<b>Collaborates With:</b>	Heads of Programming, Theatre Manager, Duty Managers, Stage Door, Director of Operations & Commercial, Facilities & Compliance Manager, Visiting Companies
<b>Job Purpose:</b>	Deliver exceptional hands-on technical support across stagecraft, lighting, sound and rigging systems to realise the creative ambitions of visiting companies and in-house productions.
<b>Salary:</b>	£32.5k per annum + overtime (where applicable)
<b>Hours:</b>	40 hours / week (excluding unpaid breaks) averaged over a rolling 17-week period (including intensive evenings, weekends, fit-ups and get-outs)
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 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)</li><li>• Stakeholder pension scheme</li><li>• Staff discount in the on-site Food &amp; Beverage concession</li><li>• Employee Assistance Programme</li></ul>

# KEY RESPONSIBILITIES

## Production Support & Visiting Company Liaison

- **Technical Implementation:** Deliver exceptional technical support across the Main House and all alternative performance or event spaces.
- **Visiting Companies:** Under the guidance of the Technical Manager or Deputy Technical Manager, collaborate closely with stage management, designers, and crew, interpreting technical plans (stage, rigging, lighting, and sound plots) to achieve their artistic vision within venue capabilities.
- **Customer Care:** Ensure all departmental interaction with in-house and visiting creative teams and external companies is welcoming, enabling, efficient and professional.

## Backstage Operations & Stagecraft

- **Fit-Ups & Get-Outs:** Participate in and support the safe, organised, and rapid get-in, fit-up, turnaround and get-out of complex scenic structures and productions.
- **Systems Operation:** Safely operate stagecraft systems, including counterweight flying, general rigging techniques, winches, stage lifts, trucks, revolves and automated machinery.
- **Multi-Disciplinary Support:** Provide flexible, cross-departmental technical assistance to troubleshoot or run lighting (LX), digital sound consoles, playback software, and AV networks.
- **Show Duties:** Act as Duty Technician or show crew 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

- **Safety Culture:** Abide by and actively promote the theatre's health and safety policies, ensuring a safe working environment is maintained with particular regard to the welfare of yourself and others.
- **Regulations:** Ensure all work and stage operations are carried out in strict compliance with current health and safety legislation, including LOLER, PUWER, CDM 2015, and Working at Height regulations.
- **Inductions:** Deliver clear safety briefings, building inductions, and "toolbox talks" to casual crew, freelancers, and visiting companies.

- **Safeguarding:** Uphold strict compliance with statutory venue safeguarding policies, recognising departmental responsibilities during all activities.

## Equipment Maintenance & Team Support

- **Statutory Maintenance:** Work with technical management to ensure the safe use, routine inspection, and first-line repair of all venue equipment and stage infrastructure, assisting with the upkeep of accurate records relating to maintenance schedules and inspections.
- **Facilities Support:** Maintain excellent housekeeping within the stage, workshop, electrical store, grid, and backstage areas at all times ensuring fire exits remain clear and spaces are safe and presentable. Report any maintenance issues to the Facilities & Compliance Manager and technical management.
- **Team Mentorship:** Supervise, mentor, and support the ongoing training and development of casual technicians, apprentices, and flexible workers to build team capability.
- **Deputisation:** Step in to cover roles or duties and act as a point of contact for operations as scheduled or directed by technical management.

## Sustainability & Values

- **Inclusion & Diversity:** Support an organisational commitment to equity, diversity, and inclusion, ensuring a safe and welcoming culture for all backgrounds and abilities.
- **Green Practice:** Assist technical management with implementing and developing environmentally sustainable initiatives within the department in line with the Theatre Green Book frameworks.
- **Access Support:** Assist with 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

- **Theatrical Venue Experience:** Significant professional experience working as a technician within a live performance venue, theatre, or live events context.
- **Stagecraft & Flying Knowledge:** Extensive practical knowledge of stage and rigging systems, including counterweight flying techniques, truss systems, and safe working at height practices.
- **Multi-Disciplinary Competence:** Good general technical knowledge across lighting, sound, and stage systems with the ability to operate and understand standard theatre infrastructure.
- **Team Supervision:** Experience supervising casual technical teams, apprentices or freelancers during intensive get-ins and get-outs.
- **Safety Legislation:** Strong working knowledge of health and safety practices, legislation, and regulations (including LOLER, PUWER, and risk assessments) within a technical theatre setting.
- **Communication & IT Literacy:** Excellent verbal and interpersonal communication skills, with good proficiency in standard IT software packages such as Microsoft Office
- **Physical Resilience:** Willingness and capability to perform physically demanding tasks and work confidently at height using access equipment.
- **Operational Flexibility:** Flexibility in relation to duties and working hours, with a total willingness to work unsociable hours including evenings, weekends, and late nights.

## Desirable Qualifications, Knowledge & Experience

- **H&S and First Aid:** A valid First Aid at Work certificate and health and safety qualifications (such as IOSH or NEBOSH).
- **Industry Specific:** Rigging qualifications (such as an NRC Level 2) or a formal technical related qualification in performance/theatre technology.
- **Large-Scale Venue Experience:** Technical experience working within a large-scale (1,000+ seat) commercial receiving house or a high-turnover premium touring environment.
- **Technical Software & Systems:** Familiarity or training with theatre automation, digital sound desks, Dante networks, QLab software, or lighting control systems.
- **Electrical Compliance:** Experience with PAT testing or an electrical compliance qualification (such as a City & Guilds electrical cert or BS7909).
- **Scenic Craft:** Experience in scenic carpentry, set construction and the safe operation of workshop power tools.
- **Design Layouts:** Experience reading, interpreting, or altering technical layouts.

# 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:** Theatre Technician

**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](mailto:recruitment@hackneyempire.co.uk) including in the subject line reference Theatre Technician.

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.

