



# NEW VIC

Theatre Technician  
Information Pack  
September 2025

## Welcome

We are looking for an experienced Theatre Technician who has experience in a variety of disciplines within technical theatre to join our technical team on a permanent basis.

The successful candidate will have demonstrable technical experience in a professional theatre environment. A can-do attitude and a positive, flexible approach to the job role, work colleagues and peers is essential.

The working week is from Monday to Saturday and shall consist of 40 hours distributed across this time.

The deadline for applications is **Monday 22 September 2025 at 10am.**

Interviews will be held **on Thursday 25 and Friday 26 September 2025.**

Expected start date is **week commencing 27 October or 3 November 2025.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk)



# Theatre Technician Job Description

**Responsible to:** Chief Electrician/Resident Lighting Designer and Head of Production

**Reports to:** Chief Electrician/Resident Lighting Designer

## Purpose of the role

The role of the Theatre Technician is to assist in the preparation and running of shows, ensuring that all technical requirements are met in a safe and professional manner and ensuring a high standard of technical operation and safety at all times.

## Responsibilities and duties

- The operating of lighting, AV and sound in both performance and rehearsal as required.
- The rigging and preparing of lighting, AV, sound, flying and pyrotechnic equipment for the designer as required.
- The rigging and focusing of lighting, AV, sound, flying and pyrotechnic equipment to plans or notes provided by the designer as required.
- The accurate notation of scripts and notes, and cue sheets for performances.
- The making, acquisition and possible design of practical electrical / sound and lighting components of stage settings and / or special effects equipment under the guidance of the Chief Electrician.
- To assist with the preparation and rigging of flown scenic elements under the supervision of the Chief Electrician.
- Providing technical support for Education Department and New Vic Borderlines projects.
- The rigging of drapes, lighting, AV, sound, flying and pyrotechnic equipment, and the operation of shows for rehearsals and performances in the Stephen Joseph Studio Theatre.

## Touring Shows, Concerts and Theatre Hires

- The rigging and operation of lighting, AV, sound, flying and pyrotechnic equipment for concerts and special events as required.
- Be welcoming to external artists coming to the theatre, work closely with them to achieve the best performance standard possible and help build our reputation with artists as an excellent theatre in which to perform.
- Assist with get-ins / get-outs for concerts and special events as required.
- Supervising the use of the theatre's lighting, AV, sound, flying and pyrotechnic systems when they are used by visiting companies, under the direction of the Chief Electrician.

## General Duties

- General maintenance of lighting, AV, sound, flying and pyrotechnic rigging equipment under the supervision of the Chief Electrician.
- General maintenance of sound and lighting working areas and storage spaces.
- The checking and where necessary, replacement of lamps in all areas of the auditorium and other performance areas (lamp rounds) at regular intervals as directed.
- Assist with fulfilling all relevant Health and Safety requirements, to work within the theatre's Health & Safety Policy and to be mindful of the safety of theatre staff, members of visiting companies and members of the public, including COSHH documentation relevant to the materials.
- To work closely with all theatre staff and in particular the Duty Officers to help ensure the comfort, safety and enjoyment of audiences.
- To attend any training course seen to be useful to the position as directed by the Chief Electrician.
- To work within the time sheets given and accurately record any changes.
- Other related duties as may be required by the Chief Electrician.



## Person specification

These are the qualities we are looking for in our Theatre Technician.

### Essential Criteria

- Ability to plot and operate lighting, AV, sound, flying and pyrotechnic equipment.
- Ability to rig and focus lighting, AV and sound equipment.
- Ability to perform routine maintenance of lighting, AV, sound and other electrical equipment.
- Ability to make practical electrical / sound and lighting components of stage settings and special effects.
- Ability to work and remain calm under pressure.
- Willingness to work evenings, weekends and public holidays.
- Computer literate.
- Current full driving licence.
- Interest and enthusiasm for working creatively with lighting, AV and sound in theatre.

### Desirable Criteria

- At least one year's experience working within a theatre electrics / technical department.
- Experience of ETC EOS Family lighting desks.
- Experience of using digital mixing consoles.
- Accredited technical theatre qualification.
- Formal electrical qualification.
- Experience of rigging and flying.
- First aid qualification.
- Knowledge of relevant health and safety requirements.
- Good organisational and communication skills.

## Theatre Technician Role Information

### Contract

The post of Theatre Technician is offered on a full time, permanent basis.

### Salary

The salary for the post is £26,501 per annum.

### Hours of Work

The normal hours are 40 per week to be worked flexibly across Monday to Saturday in agreement with your manager.

We will endeavour to schedule basic hours over 5 days where possible. The role will require some evening and weekend hours. Any hours in addition to your normal hours are to be agreed in advance.

You will be required to work flexibly according to the requirements of the role and therefore your start and finish times may vary. The role will involve working flexibly to cover shifts at short notice due to illness etc.

### Work Location

The role will be based at the New Vic Theatre but may require some work at other venues and locations, typically but not specific to, touring productions.

### Holiday Entitlement

The holiday entitlement for this post is 20 days per annum plus bank holidays. The holiday year runs from 1 April to 31 March.

### Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

### General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.



***‘Staffordshire’s New Vic proves what a regional theatre  
with ambition and imagination can do’.***  
***The Guardian***

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



‘action thrills aplenty, from start to finish’  
The Observer on *The Three Musketeers* (2024/2025)



‘a dark and dynamic production, ravishing in both senses’  
The Guardian on *The Company of Wolves* (2024)



‘an entertainingly frightening ride’  
The Stage on *The Haunting* (2024)



‘exemplary staging outdoes the original’  
The Observer on *One Man, Two Guvvies* (2024)



the New Vic’s usual level of inventive stagecraft magic... makes this an  
entertaining, attention-grabbing visual treat’  
The Stage on *The Nutcracker: A Christmas Fairytale* (2023/24)



‘a sublime theatrical rabbit hole’ ‘Theresa Heskins matches the imagination of  
Lewis Carroll with a theatrical inventiveness of her own’  
The Guardian on *Alice in Wonderland* (2022/23)



## Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

## How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification.

The deadline for applications is **Monday 22 September 2025 at 10am.**

Interviews will be held on **Thursday 25 and Friday 26 September 2025.**

Expected start date is week commencing **27 October or 3 November 2025.**

Email your CV and covering letter to [recruitment@newvictheatre.org.uk](mailto:recruitment@newvictheatre.org.uk) using the subject line **Theatre Technician** or post to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.