



Greenwich Theatre

Role Pack
Venue Technician
March 2026

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About Greenwich Theatre

Greenwich Theatre is one of London's foremost Off-West End theatres, working on a local, national and international stage. From presenting an enviable year-round programme of established and emerging theatre here in the Royal borough of Greenwich, to supporting artists in taking their work around the world, the development of new work is always at the heart of what we do.

Combined with our nationally regarded programme of theatre for children and young people and our award-winning pantomime, Greenwich Theatre continues to contribute to this country's dynamic, diverse, vibrant theatre ecology, treating the audiences of today to a glimpse of some of the biggest theatre-makers of tomorrow.

What we look for

Applications tend to be most successful when the below attributes are expressed clearly and directly. We are looking for team members with:

- A proactive mindset.
- Readiness to contribute and cooperate as part of a team.
- The drive to maintain focus and productivity in a busy, high-energy setting.
- A willingness to pass on knowledge and support the development of others.
- Practical abilities and experience that align with the responsibilities of the role.

Job Description

1. Productions

- Work closely with the Technical Manager to review production needs and organise the appropriate technical equipment for upcoming shows.
- Join planning or production meetings for visiting companies when required.
- Maintain a welcoming and professional environment, ensuring visitors experience a high standard of service from the theatre.
- Assist with the load-in and load-out of productions, including the use of the external winch, providing supervision and guidance to freelance or casual technical staff when needed.
- Deliver venue inductions to visiting companies, outlining essential health and safety procedures and operational guidelines.
- Oversee productions to ensure all venue health and safety policies are consistently followed.
- Undertake technical show-running duties across the theatre's various performance areas as required.

- Be flexible and prepared to work evenings, weekends, and public holidays when the schedule demands.

2. Departmental

- Supervise and support freelance and casual technicians, ensuring all venue procedures, health and safety guidelines, and safe working standards are consistently followed. Provide additional guidance or training when necessary and promote a positive, supportive working environment within the team.
- Take part in regular weekly meetings within the technical department.
- Follow the yearly technical schedule and notify the Technical Manager of any anticipated needs, including maintenance or equipment concerns.
- Contribute to scheduled maintenance work and technical improvements, collaborating with the Technical Manager and Casual Crew.

3. Health & Safety, Policies & Procedures

- Review concerns raised in show reports or production meetings and ensure they are followed up and resolved within a reasonable timeframe.
- Comply with all health and safety procedures, carrying out assigned responsibilities and keeping accurate records and documentation where required.
- Make sure regular weekly health and safety inspections of the building are completed.
- Maintain a safe working environment by ensuring that staff, visiting companies, contractors, and others working under the venue's supervision follow appropriate safety practices at all times.

4. Building

- Ensure that performance areas and backstage spaces are kept clean and tidy each day.
- Maintain the technical infrastructure of all theatre spaces, making sure equipment is serviced regularly and that accurate specifications are available for visiting productions.
- Assist with urgent or unexpected maintenance issues within the building.
- Work with the Technical Manager to help keep performance and backstage areas in good working order.
- Contribute to scheduled maintenance work and technical improvements, collaborating with the Technical Manager and Casual Crew.

5. Show Calls

When working as the Duty Technician for rehearsals, load-ins, performances, or load-outs:

- Welcome visiting productions on arrival and provide an induction about the venue and its procedures.
- Offer practical assistance and technical guidance throughout their time on site.

- Supervise the unloading, installation, and dismantling of scenery and stage elements.
- Install lighting, sound, and video systems in line with the approved technical plans, and return equipment to the standard house setup afterward.
- Run lighting, audio, and video systems during rehearsals and performances as required.
- Check that all areas remain tidy and free from hazards that could pose risks to staff, performers, or visitors.

6. General

- Step in to cover responsibilities for the Technical Manager when necessary.
- Take part in scheduled company and operations meetings
- Maintain a professional and welcoming environment so that all visitors experience a high level of service at Greenwich Theatre.
- Carry out additional tasks when needed to help keep the venue operating efficiently.

7. Personal Specifications

7.1 Essential Skills

- Skilled in setting up, installing, rigging, and focusing stage and technical equipment, including lighting, sound and video systems.
- Familiar with routine upkeep and basic servicing of technical systems.
- Able to diagnose and resolve technical issues effectively.
- Comfortable performing in fast-paced or high-pressure environments.
- Proactive and capable of managing technical tasks independently.
- Experience using ETC lighting consoles
- Experience working with analogue sound systems, including basic mixing and operating audio during performances.
- Willing to work irregular hours, including evenings, weekends, and public holidays when required.

7.2 Desirable Skills

- Certified in First Aid at Work and prepared to serve as a designated first aider when on shift.
- Familiarity with programming and running cues using QLab software.
- Practical experience in setting up and operating audio-visual equipment.
- Comfortable working at height

Reporting To: Technical Manager

Line Manager To: Duty Technicians (Casual), Technicians (Casual)

Salary: £25,000 per annum

Hours: 40 per week

Application Guidelines

1. Timeline

- Applications Open - Friday 20th March 2026
- Applications Close - Wednesday 1st April 2026 at 17:00
- First Round Interviews - Week commencing 6th April 2026
- Second Round Interviews (If required) - Week commencing 13th April 2026

2. Applications

To apply for this role, a written application can be made by emailing your CV and a cover letter explaining your suitability to the role to j.gilliver@greenwichtheatre.org.uk with the role title and your name included in the subject line.

3. Assessment

- Applications are reviewed by a member of the department you are applying to. Your submission will be evaluated using a combination of scores and written feedback, based on how well it aligns with the criteria outlined in the “What we look for” and “Job Description” sections of this pack.
- A shortlist of candidates for interview will be created by the assessor. If you are selected, you will be contacted by email. Interviews may take place in person or online via Zoom.
- Interviews are conducted by one or two assessors who understand the role’s requirements. They will evaluate your performance using comments and scores to measure how closely you meet the role’s expectations.
- Where necessary, a second interview may be arranged to explore specific aspects of the position in more detail.
- Please note that, due to the high number of applications, we are unable to provide feedback or notify candidates who are not shortlisted.