

# MARLOWE THEATRE

## Job Description

### POST DETAILS

<b>Organisation</b>	The Marlowe Trust
<b>Job title</b>	Senior Production Technician
<b>Reports to</b>	Head of Stage, Lighting or Sound
<b>Grade</b>	K

### JOB PURPOSE

To work as part of the Technical Department in delivering an excellent technical service for the Marlowe Theatre Trust's presented and produced programmes.

To provide technical and production support for the Marlowe Theatre Trust's Main House and Studio programmes and all learning and participation/artist development work and special events.

### PRINCIPAL ACCOUNTABILITIES

- To undertake allocated duties, both technical, practical and administrative, to ensure professional technical support for all areas of the Marlowe Trust programme (Main House, Studio and events on or off site), including learning and participation and artist development programmes where you may be assigned specific projects as a technical lead.
- As required, ensure the effective maintenance, replacement and renewal of the Marlowe Theatre's stage areas, production equipment, tools and systems as instructed by the Head and Deputy Head of department.
- To safely and efficiently install the Marlowe Theatre Trust's or visiting companies' production equipment.
- As required, to supervise and train a staff team for the delivery of its work.
- To fulfil the role of Duty Technician as scheduled by the Technical Manager
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To work in a safe and legal way to comply with regulatory and legislative requirements.
- To live and represent the Marlowe Theatre's values.

<b>REQUIRED ATTRIBUTES</b>	
<b>Required Qualities</b>	<p>The Marlowe Theatre's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Senior Production Technicians should be:</p> <ul style="list-style-type: none"> <li>• A collaborative and proactive team player</li> <li>• A creative thinker and problem solver</li> <li>• Friendly and customer focused</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of the theatre industry</li> <li>• Good knowledge of theatre production</li> <li>• Good knowledge of relevant legislation and regulations, including COSHH and up to date health &amp; safety practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Good IT skills</li> <li>• Good manual handling skills</li> <li>• Good interpersonal skills</li> <li>• Good problem solving skills</li> <li>• Good technical and production skills across a range of disciplines</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good experience of working with a range of Technical and Production equipment</li> <li>• Good experience of working in Theatre presentation and/or production</li> <li>• Experience of working in a range of performing arts disciplines</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• IOSH Managing Safely or similar higher level safety qualification or willing to engage with this standard of training when in role</li> </ul>

<b>JOB DIMENSIONS</b>	
<b>Annual budgetary amounts</b>	
<b>Number of staff reporting to the job holder</b>	Direct Reports – 0 Indirect Reports – 0
<b>Any other relevant statistics/information</b>	May be a delegated as estates key holder.

<b>WORKING ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>• Some manual handling</li> <li>• Some working at height</li> <li>• Some working in confined spaces</li> <li>• Some working outdoors</li> <li>• Some working in high-noise environments</li> <li>• Some work with controlled substances</li> </ul>

- Regular evening and weekend working
- Some overnight working

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

## **ORGANISATION CHART**

See attached

**April 2025**