



## Senior Technician (Upstairs)

The Senior Technician role combines strong technical and problem-solving skills with great communication and maintenance know-how, working alongside other technicians, artists and freelance creative teams. They can be relied upon to facilitate our programme in a safe and effective manner across each of our venues every night, and the successful running of our busy theatre building.

### ABOUT US

Soho Theatre is London's most vibrant producer for new theatre, comedy and cabaret. A charity and social enterprise, we are driven by a passion for the work we produce, the artists we work with and the audiences we attract. We own our own home, Soho Theatre, in the heart of London's West End. A former Synagogue, we raised funds, purchased and redeveloped it, opening it for the turn of the millennium in March 2000. Today it is one of the capital's busiest theatre and comedy venues, with a year-round festival programme, audiences of 180,000 a year and a buzzing bar.

Our roots date back to the early 1970s at the Soho Poly Theatre. A small but influential venue, Soho Poly was radical and relevant, capturing the excitement and innovation of its time. Today our work is wide-ranging, drawing from this fringe heritage, and adding a queer, punk, counter-culture flavour. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment and a great night out.

We produce and co-produce new plays, work with associate artists and present the best new emerging theatre companies and comedians. We present the early work of countless UK artists (many who become industry giants), and we present many international artists' London debuts. We have a thriving variety of artist and talent development programmes, artists under commission and in development, and two new writing awards including the national Verity Bargate Award for new playwrights.

Work extends far beyond our Dean Street home, with a UK and international touring programme and connections. We present shows and scout talent at the Edinburgh Fringe Festival and have close links with the Melbourne International Comedy Festival. We are the UK's leading presenter of Indian comedians from the burgeoning scene there, and we have a Soho Theatre Producer based in Mumbai and regularly present work there. We film shows and create our own digital work, and this can be seen on Prime Video UK, inflight on British Airways and streamed from our website.

We are working towards the opening of an exciting new second venue in London, Soho Theatre Walthamstow. A culmination of many years of Soho's work, in collaboration with a grassroots local campaign, to save a glorious, 1930s art deco venue with an incredible heritage reinvented as a 1,000-capacity venue for world-class comedy, panto, performance and participation – a 'local theatre with a national profile'.

The group is led by Soho Theatre Executive Director Mark Godfrey, Soho Theatre Walthamstow Co-Executive Director Sam Hansford, and a collaborative Senior Management team. Soho Theatre's board is chaired by Dame Heather Rabbatts DBE; Soho Theatre Walthamstow co-chaired by Alessandro Babalola and Lucy Davies; Soho Theatre Bar chaired by Jeremy King OBE.

[sohotheatre.com](http://sohotheatre.com) | [www.sohotheatreondemand.com](http://www.sohotheatreondemand.com) | [@sohotheatre](https://twitter.com/sohotheatre)



## **JOB DESCRIPTION**

<b>Job Title:</b>	Senior Technician (Upstairs)
<b>Responsible to:</b>	Technical & Production Manager
<b>Works closely with:</b>	Technicians, Building team, Audiences team
<b>Purpose of Job:</b>	<p>To ensure the highest possible technical standards are achieved and maintained focusing on productions and events within our Upstairs venue, every evening.</p> <p>To ensure that all Health &amp; Safety requirements are met for all activities and in all venues, but also throughout the theatre building.</p>

## **DUTIES & RESPONSIBILITIES**

### **Upstairs Venue**

- Provide a professional and friendly point of contact for visiting companies, artists and their representatives to ensure the smooth running and efficient realisation of their productions in our busy Upstairs venue
- Create / sign off risk assessments for shows, ensuring control measures are adequate, achievable and adhered to at all times
- Lead get-ins, fit-ups, technical rehearsals and get outs, act as duty technician and supervise technical crews and casual workers
- Lead regular and proper maintenance, inspection and, where appropriate, testing of production and building technical equipment, ensuring it meets industry and manufacturer standards

### **Duty Technician**

- Oversee the venue's first performances, and assist with the nightly show turnarounds into second and third shows. Assist venue technicians with trouble-shooting any issues that arise, keeping to the building schedule for the evening as far as possible. Maintain consistent communication with all three performance venues, foyer and our busy bar
- Complete a building walkaround at the start of each shift, ensure public and backstage areas are safe and clear, and venues are ready for audiences
- Assist with rigging and de-rigging of lighting / sound, AV and captioning equipment ensuring kit is maintained and tested regularly
- Ensure that the venue and associated areas are made safe, powered down and secured after the completion of the performance or event, taking responsibility for the deactivation and reactivation of detection devices as deemed necessary by the performance schedule
- Complete a building sweep at the beginning of each shift, complete and disseminate a report at the end, ensuring all public areas of the building are kept clear and comply with Soho's building & entertainment licence and Health & Safety Policy

### **Technical & Building Maintenance**

- Support the Technical & Production Manager with their regular maintenance regime, utilising down time in the evenings to complete tasks as required
- Assist the Building & Office Manager with building maintenance when available



- Assist in keeping the venues, workshops, production office, technical and storage areas as clean and tidy as practicable

#### **Health & Safety**

- Read and actively implement Soho Theatre's Health & Safety Policy in all areas
- Ensure all work is carried out in a safe and secure manner and inform the Technical & Production Manager in the case of any uncertainty
- Sign off risk assessments for shows, ensuring control measures are adequate, achievable and adhered to at all times
- Lead the building evacuation in the event of an emergency situation, and liaise with the emergency services as required
- Act as appointed first aider, fire marshal and key holder for the building, including responding to alarm call outs as and when required

#### **General**

- Support the aims and objectives of Soho Theatre, both internally and externally
- Attend programming and diary meetings and other internal meetings as required
- Uphold the company's equal opportunities, access and diversity policies
- Be fully aware of the theatre's activities and programme of events at all times
- Undertaking any other duties as may be appropriate to the nature of the post, as agreed with the Technical & Production Manager

**This is a guide to the nature of the work required of the Senior Technician (Upstairs).  
It is not wholly comprehensive or restrictive and may be reviewed with the post-holder  
and the line manager from time to time.**



## PERSON SPECIFICATION

### Qualities

- Enthusiasm for working in a fast-paced, festival environment
- A flexible approach to work, keen to support multiple incoming and in-house creative teams to achieve their visions concurrently
- Excellent communicator with the ability to engage with a wide range of personalities
- Highly organised and self-motivated
- Able to regularly work evenings and weekends
- An interest in new writing and ambitious approaches to theatre, comedy and cabaret

### Skills

- Demonstrable technical skills (any bias welcome) with experience in venues of different scales and working on different kinds of performance
- A strong, solutions-focussed negotiator
- A confident trouble-shooter
- Strong leadership and pastoral care skills
- High level of IT literacy, and comfortable using MS Office
- Exceptional attention to detail

### Experience

- Supporting all technical aspects of a performance
- Managing technical teams on a day-to-day basis
- Using AutoCAD/Vectorworks, ETC systems, QLab/Yamaha & Soundcraft desks and Dante networks
- PAT testing and maintaining standard theatre equipment
- Work at height safely and with confidence
- Managing internal and external relationships
- Supporting a festival performance programme, or a building with multiple venues
- Working to the Health & Safety regulations relevant to theatre and live performance

Don't meet every single requirement of the job? Don't worry. If you're excited about this role but your past experience doesn't align perfectly with every requirement in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.



## **WORKING AT SOHO THEATRE**

We aim to make Soho Theatre a great place to work where people from all backgrounds can grow and develop, and make a contribution to our mission.

This includes:

1. A positive, inclusive, and collaborative work culture, where everyone works together to support artists, reach new audiences, and present an exceptional programme of theatre, comedy and creative engagement
2. Competitive and fair levels of remuneration
3. A package of staff benefits including health insurance and an Employee Assistance Programme
4. Opportunities to grow and develop as the organisation expands
5. Training, development, and mentoring opportunities

## **TERMS & CONDITIONS**

### **Terms of Employment**

This is envisaged as a permanent, full-time post with a six-month probation period.

### **Salary and benefits**

Salary commensurate with experience, but likely in the range of £28,000 to £30,000 per annum.

- Employee Assistance Programme including:
  - GP Services
  - Health Check
  - Seasonal Flu Jabs
  - Stress Support
  - Group Life Cover
- Season ticket and Cycle to Work loans and other travel schemes
- Training and development opportunities
- Tickets for Soho shows (subject to availability)
- Discount at Soho Theatre Bar and other local businesses

### **Holiday entitlement**

20 days per annum plus Bank Holidays, rising to 25 days plus Bank Holidays after one full year of continuous employment.

### **Hours**

A normal working week is 40 hours over a 5-day period, Monday to Sunday; all other terms and conditions as per BECTU / UK Theatre agreement, including provisions for overtime working. It is expected that you will be prepared to work evenings and / or weekends. Normal office hours are 10am to 6pm Monday to Friday.

### **Pension**

The Company operates an auto-enrolment pension scheme, which you are eligible to join after three months of employment. This is at the rate of 3% from the employer and 5% from the employee on qualifying (banded) earnings. The Government will pay in 1% of qualifying earnings, which is tax relief. If you have made other arrangements, there is the option to opt out altogether.

### **Equal Opportunities**

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and



inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

**July 2023**



## **MAKING YOUR APPLICATION**

**Closing date:** 6:00pm, Wednesday 30th August 2023

**Interviews:** w/c 4<sup>th</sup> September 2023

**Location:** London, W1D 3NE

**Salary:** £28,000 - £30,000 per annum

### **How to apply:**

To apply, please fill in an application form and complete an online equal opportunities monitoring form – [click here](#)). When completing your application form, please read the person specification in the job description carefully.

**will shortlist for the position based on how you respond to the job description and the person specification.**

### **Submitting an application:**

We prefer applications to be sent by email. Please send your completed forms to [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) with **STCSTECH23** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email [jobs@sohotheatre.com](mailto:jobs@sohotheatre.com) to discuss alternatives.

**The deadline for submitting your application is Midday, Friday 18 August 2023.**

We will contact every candidate, whether they have been shortlisted for interview or not.