



WOODBRIDGE  
SCHOOL

*Work with us*

**Senior Theatre Technician**  
APPLICATION PACK

# Senior Theatre Technician

**Salary: £27,518.46 – £30,225 per annum**

**37.5 hours per week**

**52 weeks flexible working style**

We require an passionate and skilled Senior Theatre Technician to join our Theatre Team, playing a key role in ensuring the smooth and professional delivery of productions, events, and theatre operations at Woodbridge School.

We are seeking a dedicated and highly organised individual to lead the technical operation of the Seckford Theatre, working closely with the Theatre Manager to support all theatre activities, including external hires, school productions, and events. The role is responsible for overseeing all aspects of technical theatre, including lighting, sound, staging, and audio-visual equipment, while ensuring a safe and efficient environment that meets all health and safety standards.

The successful candidate will manage and maintain technical infrastructure, oversee equipment and consumables, lead theatre upgrades, and support school productions through set, prop, and technical work, as well as delivering an engaging Stage Crew programme for students.

As Duty Manager for events, the post holder will be responsible for the safety of the theatre building, equipment, staff, and visitors, ensuring full compliance with health and safety procedures. This includes liaising with external hirers and event organisers, briefing front-of-house teams, preparing pre-show technical documentation, and completing post-event reports, helping to ensure an outstanding experience for all theatre users, audiences, and participants.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

**Closing date:** 19 June 2026

**Interviews:** 22 June 2026

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*

# JOB DESCRIPTION

<b>Job Title:</b> Senior Theatre Technician	
<b>Department:</b> Theatre	
<b>Hours:</b> 37.5 per week	<b>Accountable to:</b> Theatre Manager
<b>Job Purpose:</b> <p>To lead the technical operation of the Seckford Theatre supporting all uses of the theatre including external hires, school events and maintenance.</p> <p>To provide support to teaching staff and classes, primarily regarding all technical equipment such as staging, lighting, sound and audio/visual equipment. In addition, the technician will be expected to support and contribute to the wider requirements of school productions such as helping with design, construction and/or sourcing of props, sets and costumes.</p> <p>To deliver an exceptional service to all external hires, drama productions and school events.</p>	
<b>KEY RESPONSIBILITIES:</b>	
<b>Technician Duties:</b> <ul style="list-style-type: none"><li>• To operate and/or supervise the operation and rigging of lighting/sound and AV equipment</li><li>• To set up and prepare the theatre for all events to the organiser's specification.</li><li>• To lead and implement the theatre upgrade projects</li><li>• To manage and maintain theatre infrastructure</li><li>• To maintain and run the technical aspects of the theatre ensuring all equipment and areas of work are maintained to a high standard and are in line with all Health and Safety guidelines.</li></ul> Responsible areas: <ul style="list-style-type: none"><li>○ Theatre auditorium</li><li>○ Theatre technical equipment cupboard</li><li>○ Technical Box</li><li>○ Scene Dock</li><li>○ Storage areas</li></ul> <ul style="list-style-type: none"><li>• To manage the hiring out of the Theatre's stock of lighting/sound/AV technical equipment and to keep appropriate records.</li><li>• To assist with any building of set and props and technical preparation for Drama examinations.</li><li>• To assist with any building of set and props and technical preparation for all school productions, both at the Seckford Theatre and Woodbridge Prep.</li><li>• To operate and/or supervise the operation of lighting and sound for all school productions, both at the Seckford Theatre and the Woodbridge Prep.</li><li>• To manage the Theatre's consumables budget and responsible for ordering any stock or parts</li></ul>	

required for the day to day running of the theatre

- To assist with communications with external hirers, responsible for all technical requirements are discussed and confirmed ahead of each event.
- Responsible to creating a pre-show document for each external hire.

#### **Duty Manager Duties:**

- To be Duty Manager for external and school-based events.
- Responsible for the safety of the theatre building, equipment, personnel and patrons.
- Responsible for ensuring all persons using the theatre adhere to all aspects of health and safety and check that they have covered everything in their production risk assessment. Reporting any concerns immediately to the Theatre Manager.
- Responsible for liaising with external hirers and school event organisers to assist them with what they require for their events
- Responsible for briefing ushers, front of house teams and bar staff for each event
- To complete a Show Report after each performance or event.

#### **Stage Crew Duties:**

- To run an interesting and varied programme on a Friday afternoon for our Stage Crew students
- To create half termly plans for the students to follow
- Responsible for supervising all students and ensuring their safety

#### **General Duties:**

- To be Fire marshal and first aider for the building.
- To be on call to support other members of staff working when necessary.
- To provide ad hoc support for the Stage Crew pupil activity.
- To adopt a flexible working style to tackle a range of routine duties in the Theatre.
- To assist in keeping all areas of the theatre tidy and in good working order.
- Any other tasks reasonably requested by the Theatre Manager

#### **GENERAL RESPONSIBILITIES:**

##### **Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

##### **Child Protection/Vulnerable adult's statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement

before starting in work for the school.

**Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

# PERSON SPECIFICATION

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Relevant technical theatre qualification or equivalent experience.</li> </ul>	✓	
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>Experience operating theatre lighting, sound, and AV equipment;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of rigging, setup, and technical support for live events;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of health and safety regulations within a theatre environment;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience maintaining technical equipment and theatre infrastructure;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience supporting productions (set building, props, costumes);</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience working with external hirers or event organisers;</li> </ul>		✓
<ul style="list-style-type: none"> <li>Budget management and stock control experience;</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience working in an educational or school setting.</li> </ul>		✓
<b>Skills and Attributes</b>		
<ul style="list-style-type: none"> <li>Strong technical skills across lighting, sound, staging, and AV systems;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent organisational and planning skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to manage multiple projects and priorities;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Effective communication and interpersonal skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to supervise and lead teams (including students and FOH staff);</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Problem-solving skills with a proactive approach;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Competence in preparing technical documentation (e.g. pre-show reports);</li> </ul>		✓
<ul style="list-style-type: none"> <li>IT skills relevant to theatre operations and administration.</li> </ul>		✓
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
<b>Personal Qualities</b>		

<ul style="list-style-type: none"><li>• Proactive, flexible, and adaptable approach to work;</li></ul>	✓	
<ul style="list-style-type: none"><li>• Calm and professional under pressure, particularly during live events;</li></ul>	✓	
<ul style="list-style-type: none"><li>• Friendly and approachable manners with a strong customer service focus;</li></ul>	✓	
<ul style="list-style-type: none"><li>• Reliable, responsible, and committed to high standards.</li></ul>	✓	

# BENEFITS

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>

# INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Senior Theatre Technician" in the title line to:

[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School  
Marryott House  
Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*