



116p, Upper Street, N1 1QP | 0207 226 8561 | kingsheadtheatre.com

Job Title	Theatre Team: Venue Technician
Reporting to	Head of Theatre & Operations
Length of contract	Fixed Term 4 Month Contract with outlook to extend
Type of Contract	Full Time We are open to discussing a part time or flexible contract for the right candidate.
Salary	£25,207 per annum (35 hours per week excluding breaks)
Hours	This role will be scheduled around Show call requirements, including day time, evening and weekend work where necessary.
Holiday	28 days per annum (Including Bank Holidays)
Notice Period	2 months
Probation Period	Short Term Contract
Applications close	Friday 14th November, 12:00



About Us

Established in the room behind the Kings Head Pub in 1970 , for 53 years the theatre has been a pioneer and leader of London's Fringe. The Kings Head Theatre has been a breeding ground for new talent and exciting works. Renowned actors such as Maureen Lipman, Hugh Grant, Jennifer Saunders, Dawn French, Alan Rickman and Richard E Grant have all performed here and a number of our productions have transferred to the West End from writers such as Tom Stoppard, Steven Berkoff, Bryony Lavery and Victoria Wood.

Today the theatre is a predominantly LGBTQIA+ space, celebrating work made for, with, by and about the LGBTQIA+ community. Our artistic policy is: joyful, irreverent, colourful and queer and we strive to programme a broad range of artforms covering the gamut of plays, musicals, opera, stand-up comedy, drag, cabaret and the intersections between. You're always bound to find something that is entertaining and alternative.

In January this year, we opened the doors to our brand new 200+ seat theatre and cabaret space, along with bars and flexible rehearsal spaces at 116P Upper Street, in the new Islington Square redevelopment. Here we plan to continue the legacy of the pub theatre and it is an incredibly exciting time to join us as we move into this new phase of the organisation's development.

Accessible Applications Process

The Kings Head Theatre prides itself on its dedication to diverse and accessible programming, as such we are keen to demonstrate this in our recruiting and hiring processes and ensure that the members of our team reflect this. Please let us know how we can best support you throughout this process.

We actively encourage applications from people who are d/Deaf, Disabled, Neurodivergent, from the Global Majority and/or those who identify as LGBTQIA+.

Our main offices are currently accessible via stairs only. All main areas of the venue, including toilets, auditorium, bars, Tech Box and back of house areas are accessible via lift.

Ways to apply:

- You can provide a CV (outlining your most relevant experience for this position) and a Cover Letter (detailing your suitability in accordance with the desired and essential skills listed above) and send to lily@kingsheadtheatre.com and ellie@kingsheadtheatre.com
- Record a short video introducing yourself, a brief summary of your most relevant experience including your duties and responsibilities and describing your suitability for the role (no longer than 3 minutes)

- Request a short, informal chat via zoom/google meet in order to find out more about the role and to understand whether or not your prior experience would make you suitable to apply.

Job Description

We are seeking a motivated and skilled full time Technician to join our theatre team alongside the Technical Supervisor, Technical Manager and Duty Managers. The ideal candidate will have a passion for delivering exceptional production quality and a strong understanding of technical theatre operations. As the Technician, you will oversee daily technical and production duties, including rehearsals, get ins/outs, building and equipment maintenance and management of show calls as the Duty Technician.

This position will be primarily working on show calls including evenings and weekends.

We especially encourage applicants with a sound bias, but we are open to considering candidates with a range of skills who we believe would be a great fit for our team.

Key Responsibilities:

Building Technician:

- Ensure regular cleaning, testing, and maintenance of lighting, sound, and AV equipment and perform routine maintenance tasks
- Report malfunctioning technical equipment and undertake PAT Testing and maintain up-to-date inventory lists for functioning and non-functioning equipment.
- Prepare LX and sound equipment for technical rehearsals
- Monitor and report stock levels (First Aid kits, bulbs, cables, etc.)
- Support the Technical and Production manager in completing stage and auditorium maintenance
- Provide IT support for computers and internet use throughout the building
- Prepare technical requirements for incoming companies and in-house shows
- Support show teams during tech rehearsals, especially late shows and events
- Assist cabaret acts with programming technical requirements in advance of performances
- Support the Technical & Production Manager during build periods and technical rehearsals
- Lead or assist with rigging, focusing, plotting, and programming equipment
- Ensure venue safety and compliance with health & safety standards

- Perform basic maintenance tasks (painting, repairs, etc.)
- Assist with casual Technician scheduling based on show demands
- Serve as a key holder, opening the venue for scheduled visitors and rehearsals
- Welcome visiting companies during get-ins and conduct safety briefings
- Support the production team during get-ins, technical rehearsals, and previews

Duty Technician (Show Calls):

- Open and close the theatre around showtimes.
- Conduct rig checks and support stage management during shows.
- Perform daily cleaning and administrative tasks.
- Complete Duty Tech reports nightly.
- Assist customers with seating and general inquiries.
- Serve as the face of the organisation for customers.
- Participate in general duties within the Theatre Team, including ushering and box office responsibilities.

Health & Safety:

- Ensure adherence to health & safety best practices within the building.
- Enforce health & safety procedures for staff, artists, and audiences.
- Act as a first aider for the organisation.
- Support training for staff on fire and health & safety procedures.
- Champion environmental sustainability initiatives and best practices.

General

- Attend technical rehearsals, dress rehearsals, Previews, Press and Supporter Nights and other events as required
- Attend regular company meetings and department meetings
- Actively develop and implement green policies for the department
- Adhere to, and actively contribute to, all in-house policies
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of work or reputation of the theatre
- Always act in the best interest of the theatre
- Be an advocate of the theatre's programme of events and ethos
- Complying with all Data Protection Act/GDPR requirements when using customer information
- Attending team meetings and training sessions as required.
- Reading and Upholding the company's policies.
- Adhering to the buildings health & safety policies

- Any other duties that may be reasonably required of you as part of the multifunctional Theatre Team.

Essential Skills/Traits

- An enthusiasm for the arts, in particular fringe theatre
- Experience in technical theatre, stage management or Duty Management
- An understanding of the production process, including get in, fit ups & technical rehearsals
- Friendly and approachable
- Excellent customer service skills
- Confident communicator
- Ability to remain calm under pressure, especially in high pressure situations such as mid-show technical faults
- Organised, self-motivated and reliable
- Confident in- and motivated by administrative work
- Experience in using Google Drive
- Having exemplary organisational skills
- Must have a solid working knowledge of ETC EOS lighting control systems, QLab and digital mixing systems (Behringer X32)

Desirable Skills/Traits

- Experience in technical theatre equipment maintenance
- PAT testing Training
- First Aid qualifications
- Experience in stage and/or production managing productions
- Basic maintenance & building experience
- Knowledge of show control networking / OSC / Digital Sound Mixing, DANTE and video projection are an advantage

Role Suitability

This is an entry-mid level position, and we are not expecting you to have years of experience. Rather we are looking for someone with a keen interest in developing a career in technical theatre or theatre management.

We think you'll be good for this role if you have previous experience in;

- Stage Management
- Production Management
- Theatre Technician

- Production LX/Programmer
- Lighting Designer
- Sound Designer
- Lighting and/or sound crew
- Technical operator