

Production Technician

Job Description and Person Specification

Salary Band:	£35,000 per year (depending on experience).
Contract:	Full time, Permanent.
Entitlements:	Standard Contractual.
Hours:	40 hours per week (evening and weekend work will be required).
Reports to:	Chief Executive.
Overtime:	No overtime payments; we operate a Time off in Lieu (TOIL) system.
Probation Period:	3 months, with a 1-month review.
Notice Period:	2 months.
Annual Leave:	29 days per year (inclusive of bank holidays).
Pension:	We operate a People's Pension scheme.

Seven Dials Playhouse

Seven Dials Playhouse is the West End's home for the development of professional theatre and the artists that make it possible. We deliver an extensive, year-round programme of support and professional development opportunities for artists; a high-quality theatre performance programme for audiences; and programmes to develop the artists and audiences of tomorrow.

We support artists to develop their careers We support artists as they develop their careers, whether through creating new work, refining their craft, or seeking industry connections. We achieve this through our Artist Development Programmes where artists can continue to train, develop work, attend events or network, as well as through our live performance programmes.

We are a hub for creativity, collaboration, and connection-making We offer a space where artists can gather, work, and exchange ideas. Facilities include a 50-seat development space 'The Pen', a 60-seat studio space 'The House', versatile rehearsal rooms; a café and bar (open 11 hours a day) with free public access and affordable coworking options, such as a £5 bottomless coffee & tea offer, networking, rehearsing, and more.

We are breaking down barriers We want to reflect the diversity of contemporary Britain, both in the work presented on our stages and through supporting artists from a wide range of backgrounds, and audiences alike. We are committed to anti-racism, justice, equity, diversity, and inclusion. We aim to ensure that the whole organisation remains relevant, resilient, and culturally productive.

In doing so, we will help to eliminate barriers, both actual and perceived, that prevent people from engaging with theatre, and the arts, as artists and audiences.

We present dynamic and high-quality live performances We are committed to delivering a carefully curated programming approach to ensure that every production meets a high artistic standard whilst also supporting the development of new voices, in line with our mission and vision. We will select work that is exciting, innovative, and champions creatives across all career stages.

Seven Dials Playhouse is both a **limited company (1353824)** and **registered charity (275934)**. The organisation is not publicly subsidised; hence our business model is derived from theatre performances, artist development opportunities, scratch nights, seminars, comedy, and cabaret, industry/studio/corporate hires, ticket sales, bar, and merchandise income.

The day-to-day leadership of the organisation is led by the Chief Executive, assisted by the Senior Management Team (SLT) comprising a Creative Director, General Manager, and Marketing and Communications Manager.

The role

The Production Technician will be at the heart of delivering an incredibly diverse programme of theatre, comedy, cabaret, building takeovers and commercial events. Based at Seven Dials Playhouse, this new role will also support the delivery of talks, private events and other interventions around the building/venue, working closely with the Programme, and Duty Management teams, as well as artists, and creatives.

This is an on-site role which will require the Production Technician to work from Seven Dials Playhouse, 1a. Tower Street in Central London.



Duties and Responsibilities

The Production Technician role will:

- Support the programme, and creative teams in the advancing of productions, and live events, as required. This will include interpreting technical riders, technical drawings, prepping in-house kit and arranging external hires.
- Work alongside, and manage freelance/visiting technicians to deliver productions, and events to the highest possible standard.
- Be the lead lighting technician for most incoming performances, including both rentals and own promotions, regularly devising, programming and operating lighting as appropriate for a wide range of productions.
- Support with any AV and sound requirements where applicable in live incoming performances, comedy, cabaret etc.
- Support the get-in and get out of incoming shows, and all Seven Dials Playhouse productions and events, and work closely and collaboratively with incoming production and technical teams.
- Contribute to the development of new systems for running live events at Seven Dials Playhouse.
- Contribute creatively to specific projects, new commissions and productions as required, and in line with your existing skills, experience and interests.
- Keep up to date with technical developments and carry out research where necessary to make technical recommendations concerning the venue spaces and equipment.
- Undertake training as required.
- Provide duty tech services as required and included on the technical rota (e.g. setting up screens and PAs for meetings and workshops).
- Ensure that all technical equipment and performance spaces are maintained to an excellent standard and support the annual PAT testing of equipment, including annual rig inspections checking equipment in and out of spaces after use and after visiting companies have completed their get out.
- Ensure that all storage and technical areas/spaces are kept in a tidy, organised and secure manner.
- Observe and always enforce relevant licensing and health & safety regulations.
- To attend regular meetings as required by Seven Dials Playhouse's internal meeting schedule.
- To undertake any other duties which may reasonably be required and as directed by the CEO, the Creative Director, and the General Manager.
- Support with production administrative duties where applicable and assist with any changes, alterations that need to be made to technical drawings and tech schedules/specs for the venue.

Person Specification

Essential

- Highly motivated, pro-active and comprehensive problem solver with outstanding people skills and a flexible attitude.
- A strong interest in theatre and the arts.
- Experience of working with artists and creatives.
- A minimum of 2 years' experience working in a professional capacity as a technician in a comparable arts venue, theatre or other setting (freelance work included).
- Excellent knowledge of theatre/arts technical practices – particularly lighting and A/V - across a wide range of genres (theatre, comedy etc).
- Experience of theatre/arts production including rigging technical equipment.
- Experience of using and assembling and using combi ladders (zarges).
- Substantial experience of using industry standard lighting desks.
- Experience of using sound desks and setting up sound systems, PA rigs, DJ rigs etc.
- Experience using AV systems and operations & LX hardware and software. E.g. Qlab etc.
- An enthusiasm for learning new skills and undertaking training as required for the role.
- Experience of working on both creative productions and commercial events with corporate clients, with an awareness of the differences in approaches to each.
- Great team player with excellent communication skills.
- Good organisational skills and ability to manage own time effectively.
- A willingness to lead specific events on behalf of Seven Dials Playhouse, and oversee freelance, and visiting technicians.
- Ability to work with initiative, to respond well to pressure and to be able to prioritise tasks effectively and efficiently with a flexible and calm approach.
- Good IT and administration skills.
- Knowledge of relevant Health & Safety practice.

Desirable

- Additional technical capabilities, including experience of using CAD software, and relevant technical drawing programmes.
- Knowledge / experience of digital capture and live streaming.
- Familiarity with PAT testing machines and procedures.
- A relevant Health & Safety qualification.

This job description provides an outline of tasks associated with this role and does not constitute an exhaustive list. There may be instances whereby the Chief Executive assigns reasonably related tasks or projects to the Production Technician which are not currently listed within this job description. Weekend and evening work is expected and time off in lieu (TOIL) is granted.

Seven Dials Playhouse is committed to equality and diversity in all areas of its work, including its recruitment and personnel practices. We strive to ensure that no one receives less favourable treatment than another on any ground.

Our aim is to become a truly inclusive organisation with a workforce, audience and Board as diverse as the communities we serve. This is critical in safeguarding the future of Seven Dials Playhouse, and our ability to contribute to arts and culture in the UK. We want our workforce to be reflective of all sections of society at all levels of the organisation and Seven Dials Playhouse expects all employees to contribute to this aim as part of their role.

Our Values

- **Collaborative.** We are collaborative in our approach, valuing open communication, mutual respect, and a shared creativity for the work. By fostering a level of trust, we ensure that every artist's vision is heard and supported. Together, we blend diverse perspectives and skills, creating a space where innovation thrives, and exceptional work is brought to life.
- **Open.** We are an open organisation, both physically and metaphorically, encouraging transparency, inclusivity, and a welcoming environment for all. By fostering a culture of openness we build trust, strengthen collaboration, and create opportunities for artists to thrive.
- **Transparent.** We are a transparent organisation, committed to openness and honesty in both our approach and processes. By maintaining transparency in our decision making, communication, and processes, we foster trust and accountability at all levels. This transparency empowers our teams, strengthens partnerships, and ensures we work, and act with integrity, always striving for excellence and mutual success.
- **Authentic.** We are an authentic organisation, committed to being true to our word, and values. We say what we do, and do what we say, ensuring our actions align with our word/s. By embracing honesty, consistency, and integrity in everything that we do, we build genuine relationships and create a culture where trust, openness, and authenticity are at the heart of the organisation, and its work.



How to apply:

This pack contains the job description and person specification for the role of Production Technician at Seven Dials Playhouse. To apply for the post please provide a CV (no more than two sides of A4), a cover letter explaining why you want the role, and what skills you possess to be able to complete the role (no more than two sides of A4) in line with the JD and person specification.

We are an equal opportunities company so please also complete our anonymised equal opportunities monitoring form

Deadline for applicants – 10am, Tuesday the 6th of May 2025

Interviews, in person – Week beginning the 12th of May 2025 (exact dates and times tbc). If you are unable to attend an interview during this week, please note this within your application).

To apply please submit your completed documents to Amanda Davey, Chief Executive on amanda@sevendialsplayhouse.co.uk in advance of the deadline.

Please note that unless we receive the application in the form of a detailed cover letter, CV, and a completed equal opportunities monitoring form, your application will be deemed incomplete and will not be taken through to the shortlisting process.

