

Job Description

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| Job title | Theatre Technician/ Demonstrator - Lighting |
| School / department | LCM |
| Grade | 5 |
| Line manager | Head of Subject: Performing Arts |
| Responsible for (direct reports) | N/A |
| Date of creation or review | 24/06/2025 |

Main purpose of the job

The post holder will provide on and off-campus technical support for a range of events at the University of West London. Typical tasks will include:

- The set-up and operation of lighting and audio-visual equipment, including working at height and manual handling tasks as required
- Set construction and prop-making
- Providing technical assistance and advice during rehearsals and production meetings
- Demonstrating technical processes, equipment and skills to staff, students and University guests
- Acting as designated production manager during shows
- Any other task required to ensure the smooth and efficient running of events on behalf of the University

Working Hours:

Usual working hours are 9am and 5pm, Monday to Friday; however, longer working days and weekend work are frequently required during events. Hours beyond the standard 35-hour work week will be accrued as Time Off in Lieu (TOIL), to be taken at a later date in accordance with the average 48-hour working week directive.

Key areas of responsibility

Working as part of a small technical team, often under pressure and to a tight production schedule, the post will entail a range of typical theatre duties, including but not limited to:

- Rigging, focusing and operation of lights/lighting design and lighting desk programming
- Production management, stage management and assistant stage management
- Designing, programming and operating of audio-visual cues for shows and events
- The set-up and operation of audio-visual equipment for events
- Set construction and prop-making, including (but not limited to) wood-working, painting and stage-building
- Monitoring and overseeing the maintenance of theatre equipment
- Planning and delivering technical demonstrations for staff, students and guests

- Ensuring a safe working environment which adheres to relevant health and safety regulations
- To uphold a high standard of professionalism, support and guidance for students, staff and University guests at all times
- To work in accordance with UWL's equality and diversity policies.

In addition to the above areas of responsibility, the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

London College of Music is placed within the University of West London as a leading modern university specialising in the education and development of exceptional creative, business and service professionals.

The College is the largest specialist music and performing arts institution in the UK (United Kingdom) and is looking for an appointment to develop further teaching and research relating to music education practices.

Person Specification

| | Criteria | Essential or Desirable ¹ | Demonstrated ² | | |
|---|--|-------------------------------------|---------------------------|-----------|-----------------|
| | | | Application | Interview | Test / Exercise |
| Qualifications and/or membership of prof. bodies | Degree in a relevant discipline and/or extensive relevant experience | Essential | X | X | |
| | Recognised H&S qualification relevant to role | Desirable | X | X | |
| | Completion of relevant technical systems training E.g. Lighting or sound desk operation | Desirable | X | X | |
| Knowledge and experience | Extensive experience with technical aspects of theatre and equipment, including lighting and AV systems | Essential | X | X | |
| | Experience with lighting, and AV design for theatre | Essential | X | X | |
| | Experience of providing technical assistance and support to directors, actors and other industry professionals during rehearsals | Essential | X | X | |
| | Knowledge of current theatre health and safety regulations and procedures | Essential | X | X | |
| | Experience of stage management and assistant stage management roles | Essential | X | X | |
| | Experience of theatre set get-ins and get-outs and prop making | Desirable | X | X | |
| Specific skills to the job | Ability to setup, manage and operate a wide range of technical setups for theatre and live music events | Essential | X | X | |
| | Experience with rigging and focusing of lights and AV | Essential | X | X | |

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| | Ability to coordinate and assist with the construction and installation of theatre sets and prop-making. | Essential | x | x | |
| | Ability to coordinate and assist with all aspects of production get-in and get-out processes, including manual handling and working at heights | Essential | x | x | |
| | Carpentry/set construction, painting and stage-building | Desirable | x | x | |
| | Experience of working with students and staff in an educational performing arts context | Desirable | x | x | |
| General skills | Ability to maintain a high standard of professionalism and student support under pressure | Essential | x | x | |
| | Experience of working as part of a team or independently under pressure and to a tight production deadline | Essential | x | x | |
| | Competency with Microsoft Outlook, Word, Excel and Teams | Essential | x | x | |

Disclosure and Barring Scheme Is a DBS Check required: DBS (This post does not require a DBS check)

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.