

HOW TO APPLY

We're trying to make our application process as open and accessible as possible, so if you are experiencing any barriers to accessing the information, and would like this pack in a different format, or would like to submit your application in a different way, then please contact our recruitment team via the email address below, or by calling us on 0151 706 9113. We're always happy to discuss any requirements that candidates may have as a disabled person; someone with parental or caring responsibilities; or other reasons, and we'll always try to make any adjustments possible to make participation easier.

Please read all the information in this job pack and then submit a CV and / or a covering letter or email to tell us about yourself and your experience; to share with us your reasons for applying for the post and any other information you believe is relevant.

We'll shortlist based on how each candidate meets the person specification and shows us how they would fulfil the job description, but we believe that even if someone doesn't have all the experience we're looking for, they might still have the values and qualities that would make them a great asset to the team, so please don't be put off from applying because you don't feel you have all the experience. If you'd like to have an informal conversation about the role in advance of application, this can be arranged via the email address below.

The deadline for applications is **Monday 7th April at 10.00am.**

Interviews will take place in Liverpool in the **w/c 14th April 2025**

Applications should be sent to: recruitment@everymanplayhouse.com

Please also complete the equal opportunities monitoring form via <https://www.surveymonkey.com/r/S3CN2XC>; a summary of our Equal Opportunity Policy is also available on the website. All applicants will be advised on the outcome of their application in writing. Any offer of employment will be subject to the receipt of evidence of the right to work in the UK as defined under current legislation.

HELLO,

Thank you for your interest in the role of **Technician – General**

It's a great time to join the theatres, run as a charity by the Liverpool and Merseyside Theatres Trust. We're a local creative powerhouse with national and international impact, driven by a love for theatre, our city, and the belief that theatre can transform lives.

We believe our theatres can be a vital focus for the communities in the Liverpool City Region, telling stories which are compelling locally and nationally, supporting and attracting talent and contributing to Liverpool's reputation as one of the country's most vibrant cultural cities.

Across our theatres - one a 440-seat thrust, the other a 670-seat proscenium - there's an opportunity to produce and present the richest range of work for the widest audience.

In 2025 we look forward to an ambitious and dynamic programme of work across all of our performance spaces, as we do our best to be a place where everyone in Liverpool can feel safe, heard and included in asking big questions about the world we're living in. Underpinning our artistic approach is a commitment to supporting creatives and producers from diverse backgrounds to develop more work with commercial and tour potential; and thereby achieve longer and more sustainable careers in the arts.

Read on to find out more. We look forward to hearing from you.



Mark Da Vanzo | Chief Executive
Nathan Powell | Creative Director
Ros Thomas | Finance Director

OUR VISION, MISSION, VALUES



OUR VISION

We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

The use of the power of theatre to inspire entertain and nurture positive social change.

OUR VALUES

COLLABORATIVE

We listen, we share, we co-create.

CREATIVE

We believe in the power of creativity to inspire and change lives.

COMPASSIONATE

We are open-hearted, generous and supportive.

COURAGEOUS

We are daring and brave - a voice for things we believe in.



LIVERPOOL
EVERYMAN



LIVERPOOL
PLAYHOUSE

DIVERSITY, EQUALITY & INCLUSION

We have established relationships in the communities of Merseyside, nurtured through an extensive and innovative outreach and education programme, and believe passionately that the creation, delivery and experience of the highest quality theatre must be open to all. We nurture and develop the artists and creative workforce for tomorrow through our award-winning Young Everyman Playhouse programme (YEP). YEP is much more than a youth theatre, it is a multi-disciplinary talent development programme. We want YEP members to progress to work in our theatres, on our stages and in the local theatre ecology, as well as influencing and making theatre nationally and internationally and bringing new ideas, work and practice back to Liverpool.



Tell Me How It Ends by Tasha Dowd
© Andrew AB Photography

"I was blown away by the talent of the young actors and the writer. It's wonderful that the Everyman supports and encourages young talent."

Audience Feedback on *Tell Me How It Ends*
by Tasha Dowd [YEP Graduate]



THIS IS NOT A CRIME (this is just a play...)
by YEP Actors 2023

"YEP is a place that had allowed me to create strong relationships with my peers and be part of a community that is compassionate towards one another. For these reasons being a part of YEP will help me improve my qualities not only as an actor but also as a person." Feedback from YEP Graduate

We are committed to diversity and equality and expect all staff to be active in promoting diversity and supporting people to experience our work and buildings. In 2020, we brought together a group of Trustees, staff and co-opted external members to form a [Diversity Action Group](#), considering the actions we could take as an organisation to

progress our commitment to diversity. We recognise that our workforce is not as representative as we would like it to be and are committed to real and positive change.

What does this mean in terms of recruitment?

It means that some of the things we will do are:

- recognise that lived experience can be as valuable as industry experience or qualifications.
- actively advertise and promote jobs to specific groups or organisations.
- try to find long term progression routes within the company and identify opportunities for people to learn about the jobs we have available.
- make sure that the Theatres are a safe space for all employees, and that everyone receives the support they need.

What we won't do is:

- Shortlist applicants based on any protected characteristic if we don't believe they could do the job.
- Offer someone a role solely based on them having a particular protected characteristic, even though we feel they're not suitable for it, and in which they won't thrive.

Most recently we've been working with the Anthony Walker Foundation to ensure staff receive anti-racism training, and that there is accountability and collective understanding of what anti-racist actions we can take as individuals and collectively as an organisation.

With all this in mind, we particularly welcome applications from ethnically diverse and disabled applicants, and we are a Disability Confident Employer. We are also a strategic partner with PiPA (Parents and Carers in Performing Arts – www.pipacampaign.org), who campaign to enable and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, and we look for equity of opportunity for anyone living with a protected characteristic that has adversely impacted their employment opportunities.



JOB ROLE: THEATRE TECHNICIAN - GENERAL

Responsible to: Senior Technician (General)

May also report to: Technical Manager, Senior Technicians & Production Manager

Responsible for: Casual Staff

PURPOSE OF ROLE

- To assist in delivering the provision of lighting, sound, video, and staging, throughout LMTT's work. This will include in house shows, visiting work, community productions and events.
- To assist in maintaining equipment and spaces to the highest possible standard.
- To contribute to the efficient day to day operation of the production department and wider organisation.
- To ensure the highest level of health and safety applies across all production activities.

VISION, MISSION & VALUES

Key to all roles within the Liverpool Everyman & Playhouse, is each person's absolute commitment to the organisational vision, mission and values which are as follows:



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We will be the most relevant change making theatre, artistically innovative, talent enhancing, socially impactful, and representative of everyone.

OUR MISSION

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COMPASSIONATE

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COURAGEOUS

We are daring and brave - a voice for things we believe in.

Implicit is an absolute commitment to equality, inclusion and diversity, representative of the Liverpool City Region, advocating our role in its civic duty to the city.

MAIN DUTIES

Theatre Programme

- To help creative teams realise their vision within allocated resources.
- Prepare or construct lighting, sound, video, and stage equipment and practicals for use in productions.
- Staff and run get-ins, fit ups, performances, strikes and get outs as directed, including working during evenings and weekends.
- Perform production duties as directed including:
 - Installation and rigging of all staging, lighting, sound, and video equipment.
 - Programming and operation of staging, lighting, sound, and video equipment.
 - Staging, Lighting, Sound and AV crew duties as scheduled by the departmental HOD.
- Attend meetings, rehearsals, performances, get-ins, and get-outs as required.
- To ensure that you are always aware of what activities are happening within the theatres, what your role is in this activity and that you are prepared in advance to be able to perform to your best.

Departmental Responsibilities

- Deputise for the Senior Technicians in their absence.
- Maintain and encourage exemplary standards and practise in all departmental areas.
- Perform maintenance tasks as directed by the Technical Manager or Senior Technicians.

Health and Safety

- Maintain and encourage high levels of health and safety at all times.
- To ensure you understand how to perform tasks safely and to follow all given risk assessments and method statements.
- Maintain exemplary levels of housekeeping and cleanliness in all work areas.

Young People and Communities

- Support the YP&C Technical Manager in the delivery of the YEP programme and productions.
- Participate in our Young People and community work, including demonstrating work to people attending workshops.

Commercial Programme

- Liaise with other departments to facilitate the delivery of events, acting as technical coordinator on specified projects and attending project meetings as required.

General

- Participating in cross- departmental project teams to deliver the aims of LMTT.
- Performing your role in accordance with the company's Staff Handbook, incorporating LMTT's Values.
- LMTT is committed to the safeguarding of children and people to whom we have an enhanced duty of care, and therefore may at their discretion require any member of staff to submit a satisfactory enhanced check from the Disclosure and Barring Service (DBS), depending on the activities they are carrying out.
- LMTT is committed to diversity and equality and expects all staff to be active in promoting diversity and supporting people to experience our work and buildings.
- This Job Description is not exhaustive, and it will be reviewed regularly to ensure that it reflects the evolution of the company, and the skills and personal development of the post-holder; a flexible approach to work in all roles is essential.

PERSON SPECIFICATION

Essential experience, knowledge and skills

Someone who is pro-active, enthusiastic, and willing to work hard as part of the team.

Someone who is eager to learn and is self-motivated to develop their skills.

To be comfortable working at height.

To be good with computers and able to learn new software quickly.

With the exception of the above, there are no individual skills which are essential for an applicant. However, in order to be successful in this role, we would expect a candidate to hold a large number of the desirable attributes and to have experience across multiple production departments, particularly in the category of stage skills.

Desirable experience, knowledge and skills

Lighting

Experience rigging and focussing theatre lighting.

Experience programming and operating ETC lighting desks and dimmers.

A relevant electrical qualification.

Experience making lighting practicals.

Experience operating lighting during the run of a show, ensuring that equipment is working properly, fault finding and problem solving.

Experience using and maintaining moving lights.

Sound

A knowledge of a wide range of theatre sound equipment.

Ability to set up a sound system.

Experience using Qlab.

Experience with digital sound desks (preferably Digico).

An ability to fault find within a sound system to solve any issues which might occur.

Video
Experience setting up projectors and video sources.
Experience running projection from a computer including mapping video on to set elements.
Stage
Good practical stagecraft skills.
Experience of counterweight flying.
Experience of automated flying or an ability to quickly learn new computerised systems.
An understanding of how theatre sets are put together on stage.
Experience using power tools.
Experience of carpentry, welding or other set building skills.
Health and Safety
A working knowledge of current Health and Safety legislation and how it applies to theatre.
General
Experience of the theatrical process including rehearsals, fit ups, technical rehearsals, previews and get outs.
Experience of both producing and receiving productions.
An ability to get on well with others, including other members of the department, creative teams and cast.
To have a high standard of verbal and written communication skills.
Excellent IT skills.
Punctuality and reliability.
Enthusiasm.

A willingness to work hard and sometimes in anti-social hours to deliver the best possible productions to our audiences.

Ability to understand and interpret technical drawings, plans, models and other theatre documentation.

A full, clean driving licence

Able to demonstrate a passion for theatre and a desire to make a substantial contribution to the organisation as a member of the technical team.

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Tenure:	This is a permanent contract, and is subject to probationary period of 6 months.
Reporting to:	Technical Manager
Salary and Hours:	<p>£27,721 per annum for 39 hours per week.</p> <p>This is made up of a basic wage of £24 024 for 35 hours per week plus a buy out of £3 697 for an additional 4 hours per week. The length of the working week is variable, with hours annualised across the year.</p> <p>Get outs are paid at the UK Theatre – BECTU Agreement rate, and those hours do not count towards annualised hours.</p> <p>Overtime will be paid at single time extra for work on Sundays and Bank Holidays.</p> <p>The postholder will be required to work during evenings and weekends.</p>
Annual Leave:	28 days per annum, pro rata (inclusive of all statutory English bank holidays). This rises to 30 days after 3 years, and 33 days after 5 years' service. Holiday year runs from 1 January – 31 December.
Notice Period:	One week during probation; two months thereafter.
Pension:	The Company operates an auto-enrolment pension scheme. This employment is not contracted out of SERPS (the State Earnings Related Pension Scheme).
Place of Work:	Mainly at the Everyman and Playhouse Theatres.

Additional Benefits:

The Theatres offer several discretionary benefits including:

- Interest-free Season Ticket Loans with Merseytravel.
- Membership of a healthcare cash plan: Paycare (including an Employee Assistance Programme and 24-Hour GP Telephone Consultation Service).
- Free and / or discounted tickets for performances .
- Discounts on our food and drink offer.

All other terms as detailed in Staff Handbook.

**LIVERPOOL
EVERYMAN**

5-11 Hope Street
L1 9BH

**LIVERPOOL
PLAYHOUSE**

Williamson Square
L1 1EL

everymanplayhouse.com

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We are a registered charity (1081229) and gratefully acknowledge the continued support of Arts Council England, Liverpool City Council, our donors, patrons, partners and our audiences.



Supported using public funding by
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