



JOB DESCRIPTION FULL TIME TECHNICIAN

Post:

To provide high quality stage, technical and administrative support on our programme of events which includes, though not exclusively, all the work of Hull Truck Theatre (HTT) in performance or rehearsal, visiting companies including one-night performances, co-productions, Creative Learning and community activity, corporate events, workshops/development projects at HTT and at any other venue, or on tour.

Employer:	Hull Truck Theatre
Full or Part time:	Full Time
Salary:	£23,000 - £24,500 depending on experience.
Department:	Production
Line Manager:	Head of Production
Grade:	Officer
Reports to:	Head of Lighting, Sound and Video Head of Stage
Responsible for:	Supporting both the produced and visiting programme at Hull Truck Theatre both on stage and through technical support and administration duties.
Deadline for applications:	Wednesday 11th September at 12 noon
Interviews will be held:	Thursday 19th September

Hull Truck Theatre is a Disability Confident Employer.

It is widely known that people who experience barriers to employment in the Arts, due to factors such as race, gender, ethnicity, disability, or people from a working-class background, are more likely to assume that they are not the right person for a role like this. We warmly encourage you to apply.

If any of this process is inaccessible to you, please get in touch through recruitment@hulltruck.co.uk and let us know how you would like to apply e.g., by video. We will work with you to accommodate your request as best we can.



Post Responsibilities:

Technical and Stage

- To support and undertake duties associated with all aspects of productions (including stage preparation, rigging, focussing, lighting and sound programming, stage management, rehearsal support, fits ups and get outs).
- To ensure that all work carried out conforms to the latest Health & Safety regulations, HTT's Health & Safety policy, and best working practices especially with regards to technical aspects of productions.
- To maintain an understanding of and commitment to high production values of live performance.
- To act as show crew, duty stage management, lighting operator, or sound operator for various types of productions.
- To act as point of contact on arrival for visiting companies and ensure that health and safety induction information is given.
- To work effectively to deliver smooth and efficient get ins and outs.
- To carry out maintenance and servicing of equipment and workspaces as required.
- The sourcing, creation, and maintenance of props for productions as required.
- To undertake technical design work as appropriate for community and creative learning projects.
- To check show reports and ensure any relevant repair or maintenance is carried out in a timely way in conjunction with line manager.

Administration and Finance

- Undertake departmental administration tasks as required by Head of Production and the wider team.
- Assist in preparation for, and co-ordination of annual testing of equipment.
- Facilitate information sharing between visiting companies and the technical and production team, communicating any departure from expected requirements at the earliest opportunity or any potential problems in carrying out expected duties.
- To attend HTT and Production department meetings as required.
- To work across relevant HTT projects in co-operation with other departments.
- To carry out maintenance and servicing of all technical equipment and stock as required.
- To operate within systems of financial accountability for expenditure.
- To support in the processing of invoices and purchase orders.
- To assist in the organisation and maintenance of HTT storage spaces.



- To carry out risk assessments where necessary in conjunction with the Head of Production.

General

- To attend training courses and development opportunities as required.
- To comply with, and promote, current legislation and Hull Truck Theatre's own policies and practices, both in the delivery of services and in the treatment of others. These include Equality, Inclusion, Safeguarding and Health & Safety. To ensure freelance workers also adhere to these laws and policies.
- To take reasonable care for the Health, Safety and Welfare of yourself and other employees, in accordance with the Company's Health and Safety Policy, and in accordance with the Health and Safety at Work Act and other associated legislation.
- To promote, develop and comply with the Theatre's Green policy practices to lessen the environmental impact of Hull Truck Theatre.
- To play an integrated role in the Company through proactive and regular communication – both formal and informal - with other staff.
- All employees are expected to take positive action to promote Equal Opportunities in all aspects of the work of Hull Truck Theatre.
- The above duties may involve having access to information of a confidential nature that may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- Occasional travel to performances and rehearsals outside Hull as required.
- To always act in the interests of Hull Truck Theatre.
- To complete any other delegated task that may assist the Company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.



Personal Specification:

Essential

- Interest and experience in at least one of lighting, sound, staging, rigging, or technical stage management.
- Confident working at height.
- Confident using a PC and/or mobile device.
- Strong organisational skills and the ability to prioritise workload.
- Ability to work under pressure and meet deadlines.
- Ability to communicate effectively with a wide range of people including artists and creative teams.
- Ability to work with others to collectively achieve shared goals.
- Working knowledge of relevant Health & Safety procedures.
- Self-motivated and resourceful with a positive attitude.
- Adaptable and flexible, with a calm, practical approach to problem-solving.

Desirable

- Practical experience in and working knowledge of a theatre environment.
- Previous experience working and supervising get-ins, fit ups & get outs.
- Formal qualification or relevant experience in technical theatre or stage management.
- Experience using ION/EOS lighting systems.
- Ability to read and understand technical drawings and ground plans.
- Knowledge of or experience with hemp and/or counterweight flying systems.
- Previous experience setting up & operating audio-visual systems.
- Full, clean, UK driving licence, and experience driving vans.
- Basic construction skills including experience using power tools.

Terms and Conditions:

Hours of work: This is a permanent full-time job with regular evening and weekend work. The normal hours of work will be 1950 hours annualised over each year (September to August) excluding meal breaks.

This is an Officer Grade post. The salary depending on experience will be £23,000 - £24,500 per annum which will be paid monthly in arrears. The posts first salary review will be April 2026.

There will be regular evening and weekend work. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary



to undertake the duties they have been employed to perform.

Premium payments are payable for Sunday working, working bank holidays, or working between midnight and 8am.

Flexible working: Hull Truck Theatre wants to support a positive work-life balance for staff. Flexible working requests welcomed.

As this post primarily works on productions it is not eligible for hybrid working.

The post-holder will be expected to offer reasonable flexibility in their working arrangements in order to fulfil the duties they have been employed to perform. This post includes evening and weekend work, but to enable the post-holder as much flexibility as possible, rotas (where possible) will be done in advance.

Overtime/TOIL No overtime is payable, although Time Off in Lieu (TOIL) for overtime will be given if approved in advance with the Executive Director.

Probation There is a probation period of 3 months during which time the notice period is 2 weeks. After confirmation of appointment the employee is required to give 3 months written notice to the company, and the company will give 1 month written notice to the employee, and after 4 years' service one additional weeks' notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.

Holiday 28 days per annum (including public holidays) rising by 1 day per every complete year worked, to a maximum annual holiday entitlement of 33 days, including public holidays. Pro rata for part time working.

The Theatre is open over Christmas/New Year (except Christmas Day, Boxing Day and New Year's Day) and all departments are required to be staffed during normal working hours over this period.

Leave Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.

Pension Hull Truck Theatre operates an auto enrolment pension scheme through Now Pensions. Further details are available on request.



Tickets Staff are entitled to tickets for Hull Truck Theatre productions (subject to conditions) and discount at the Theatre's catering operation.

Right to Work On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

Inclusion and Equality:

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

Background Information

OUR MISSION

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

OUR VISION

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

OUR VALUES

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

- Creative and Collaborative,
- Imaginative and Inspiring,
- Accessible and Relevant,
- Resilient and Sustainable.





“We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation. We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.” Mark Babych, Artistic Director

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (Stage One – 429 seats and The Godber Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull’s local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We’re delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrated 50 years of Hull Truck Theatre. Taking a look back at the theatre’s journey since 1972 to the present, whilst also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**HULL TRUCK THEATRE GRATEFULLY
ACKNOWLEDGES SUPPORT FROM**



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**ARTS COUNCIL
ENGLAND**

