

A photograph of the Park Theatre building, a modern red brick structure with large windows. The building features a prominent vertical sign on the right side that reads 'PARK THEATRE' in a stylized, white, blocky font. Below the main building, there is a glass-fronted entrance area labeled 'THEATRE CAFE BAR'. The sky is blue with some white clouds, and there are some bare tree branches visible in the upper right corner. The overall image has a slightly dark, moody tone with some light streaks or lens flare effects.


**PARK
THEATRE**

Venue Technician Information Pack

Tickets: ParkTheatre.co.uk

Phone: 020 7870 6876*

*Telephone booking fee applies.

 **Finsbury Park**

About

Park Theatre

Park Theatre is a neighbourhood theatre with a global ambition. In everything we do, we aim to be warm and inclusive; a safe space in which to work, create and visit. Born out of CEO / Founding Artistic Director Jez Bond's desire to create a new theatre in a part of London which held the possibility of significant impact in the local community, as well as within the wider theatre industry. Our mission is to give people access to intimate, honest theatre that entertains and provokes; to nurture creativity and host some of the biggest names of stage and screen; and to welcome everyone in.

We work with creatives of the highest quality to present compelling, exciting, and beautifully told stories across our two intimate spaces. Our programme encompasses a broad range of work from classics to revivals with a healthy dose of new writing, producing in-house as well as working in partnership with emerging and established producers from both the commercial and subsidised sectors. On stage, Park Theatre is a place where audiences can see the finest talent of today alongside the stars of tomorrow.

Within the industry, we aim to be a creative home from home for actors, writers, directors, and producers; we offer our spaces as a platform for development, rehearsed readings or sharings of new projects, with the aim of securing a future life either on our own stage or on another. We strive to play our part within the UK's theatre ecology by offering mentoring, support, and opportunities, encouraging the next generation of artists and producers to learn their trade and flex their muscles within a professional theatre-making environment.

We are invested and rooted in our local community and work with local residents, businesses, and partner organisations to create a better Finsbury Park for everyone. Our Creative Engagement strategy seeks to widen both the number and the range of people who participate in theatre, creating opportunities to engage those who may have had little or no contact with the arts before.

Park Theatre is a charity with two trading subsidiaries; Park Pizza, our F&B offer, and Park Theatre Productions, through which we produce our own shows.

Our Venue and Spaces

- **Park200** – seating on two levels, with up to 235 seats when configured on four sides
- **Park90** – a flexible studio seating 76 – 106
- **The Morris Space** – a multifunctional room used for rehearsals, workshops, readings, one-off events, and the majority of our creative engagement activity
- **Park Pizza & Theatre Bar** – attractive area located across two floors, catering for audiences and functions
- **Additional facilities** – including offices, three dressing rooms and a kitchen area

Artistic Programme

Since reopening after the pandemic our larger space (Park200), has seen 10 in house co/productions including *The Meat Kings! (inc) of Brooklyn Heights* (with Papatango), *A Place for We* (with Talawa) and *On The Ropes* (with The Production Exchange), Harry Hill's *Tony! The Tony Blair Rock Opera*, *When It Happens to You* (starring Amanda Abbington), two productions of our fundraising show *Whodunnit [Unrehearsed]*. In the last four years, two of our shows – *Tony!* and *Rose* – have transferred to the West End. In 2025, Park Theatre's Sales & Marketing team won the inaugural Campaign of the Year award from The Stage for their production of *Kim's Convenience* (with Adam Blanshay Productions).

Our operating model mixes shows brought in by outside producers with a growing proportion of our own productions / productions and an increasing focus on developing new work for our stages. In our flexible studio space (Park90) we have programmed critically acclaimed revivals of *Leaves of Glass* (Offie Award Winner), and *Miss Julie* and transferred Fringe hits such as *Cowboys & Lesbians* and *Going for Gold*, alongside big names like Greta Scacchi and Ivo Graham. Year round our artistic community utilises our spaces also use our spaces to develop work with readings and workshops of new plays.

Community

Creative Engagement is a growing part of Park Theatre's activity and is comprised of three strands.

Our flagship **Dementia Friendly Park** programme has grown from two participatory sessions per week to a much broader offering, working in partnership with other creative health providers and local authorities to deliver vital services across two boroughs to those living with dementia and their (unpaid) care partners in Islington and Haringey.

We have worked in partnership with **community organisations** in and around the Andover Estate for several years, either leading or supporting projects that create opportunities for stories to be shared and creativity to be celebrated in our local area.

We have a thriving programme for **schools and young people**, including building tours, workshops, show Q&As, work experience and other events. Our Youth Board influence our decision-making around all aspects of our work.

The organisation

Park Theatre is both a limited company and a registered charity. It operates subsidiary companies for trading and production.

Role Description

Venue Technician

Responsible to: Deputy Technical & Building Manager

Purpose of the Job

As part of the technical team, the Venue Technician will assist in the day-to-day operation of the theatre and the safe presentation of all productions, hires and projects in both Park200 and Park90. The Venue Technician will work across both performance spaces, acting as a point of contact for visiting production teams, and external hires and working on the technical elements of in-house productions. This includes supervision of space users, providing instruction in and demonstration of equipment use and theatre procedures. This role also includes some general maintenance duties required by a small theatre building running a busy schedule.





Job Description - Responsibilities

General Responsibilities

- Ensure the safe access and use of the theatre and facilities by all users
- Maintain building-wide technical infrastructure and systems
- Undertake regular maintenance work as directed to help in the safe upkeep of the building and the venue's fixtures, fittings and specialist theatre equipment
- Perform weekly / monthly safety checks as directed by the Technical & Building Manager
- Monitor and maintain stock levels of technical consumable items

In-House Shows

- With the technical team, contribute to the planning, management and execution of all in-house Park Theatre productions as required
- Liaise with freelance lighting & sound designers to ensure all creative elements of the lighting and sound designs are realised
- Assist with the fit-up, tech, running and get-out of productions as required
- Attend technical rehearsals and plot LX/sound/AV as required

Visiting Companies/External Hires

- Take responsibility for understanding and delivering visiting companies' technical requirements for shows
- Ensure information regarding production plans (including CDM documents and risk assessments) is obtained in advance, staff are briefed and prepared
- Supervise the get-in and get-outs, support technical rehearsals and additional technical time as required

- Operate lighting / sound /effects for shows as required
- Liaise with production managers to ensure that electrical equipment brought in adheres to electrical standards
- Assist with technical requirements of hires/ daytime users of the building spaces

Operational

- Act as Duty Technician, and in conjunction with the Duty Venue Manager, be responsible for the security of the building, public and equipment when open
- Facilitate Park Theatre's programme of accessible performances, providing equipment and operational support to companies
- Support the general maintenance and upkeep of the building and maintain a working understanding of the building infrastructure – lighting, sound, relays, video and cabling, air conditioning systems, plumbing, alarms, lift and waste disposal
- Maintain good housekeeping; front of house and backstage areas are free from obstruction, in a presentable state and equipment is stored correctly and securely
- Keep an accurate log of building maintenance issues and resolve those that can be and book/ supervise contractors as needed for others
- Ensure that technical equipment is looked after and fit for purpose
- Carry out and maintain all relevant safety operation tasks, including risk assessments, PAT and other testing, theatre equipment maintenance and inventory

Personnel

- Support the technical team in providing all new staff, including casual workers and freelance personnel, with a building induction
- Support the training of new casual technical staff

General

- Uphold Park Theatre's vision and mission throughout all work activities and interactions
- Promote and maintain a positive inclusive working culture at Park Theatre, ensuring a safe and welcoming environment
- Actively engage with and contribute to professional development and training opportunities provided by Park Theatre
- Attend relevant internal and external events, meetings and conferences to inform the development of the Park Theatre's practices and nurture a collaborative working ethos
- Adhere to staff policies as outlined in the Staff Handbook



Person Specification

Skills & Experience

- Knowledge of technical theatre practice, especially as it relates to backstage operations
- Experience of ETC lighting desks and programming, Yamaha sound systems, Dante operations and QLab software
- Ability to read and interpret lighting, sound and stage plans, and complete basic prep work and programming
- Experience of fit-ups, tech and get-outs in houses of differing sizes
- Knowledge of appropriate Health & Safety rules, regulations and guidelines
- Comfortable building and maintaining strong professional relationships
- Good planning and organisational skills - able to manage multiple work streams and prioritise time
- An understanding of equity, diversity and inclusivity and how they impact work in theatre

Qualities

- Personable, with a professional demeanour
- Calm and confident when dealing with sensitive and high-pressure situations
- An articulate and effective communicator
- Adaptable – happy to react depending on what the situation requires
- Self-starting and able to work unsupervised
- Proactive and enthusiastic
- Flexible with working hours - evenings and weekends as required

Desirable Qualifications (if not, training will be provided)

- Fire Marshal
- First Aid at Work (three day)
- Evac+ Chair
- IOSH Managing Safely for Theatre & Production

Interested in this role but not sure you meet all the criteria? Please consider making an application to us anyway – we're keen to hear from people who are excited by what we do, and if this role isn't right for you, there may be other opportunities.'



How to apply

Please submit a statement explaining, in no more than two sides of A4, what attracts you to the position and evidence of your ability to fulfil the role and meet the person specification. If you are submitting a job share application, please send us a joint letter and include how you would approach the shared role.

Please also submit a CV (or two CVs) outlining your skills, experience and/or training to date (no more than two sides of A4) and complete our Equal Opportunities Monitoring Form here:

<https://parktheatre.typeform.com/to/MGxq0BpT>

If you'd like to submit your application in another format, please do not hesitate to do so.

Applications should be sent via email to jobs@parktheatre.co.uk

For an informal conversation about the role, please email gian.zona@parktheatre.co.uk to arrange a time to speak to the Technical & Building Manager Gian Zona.

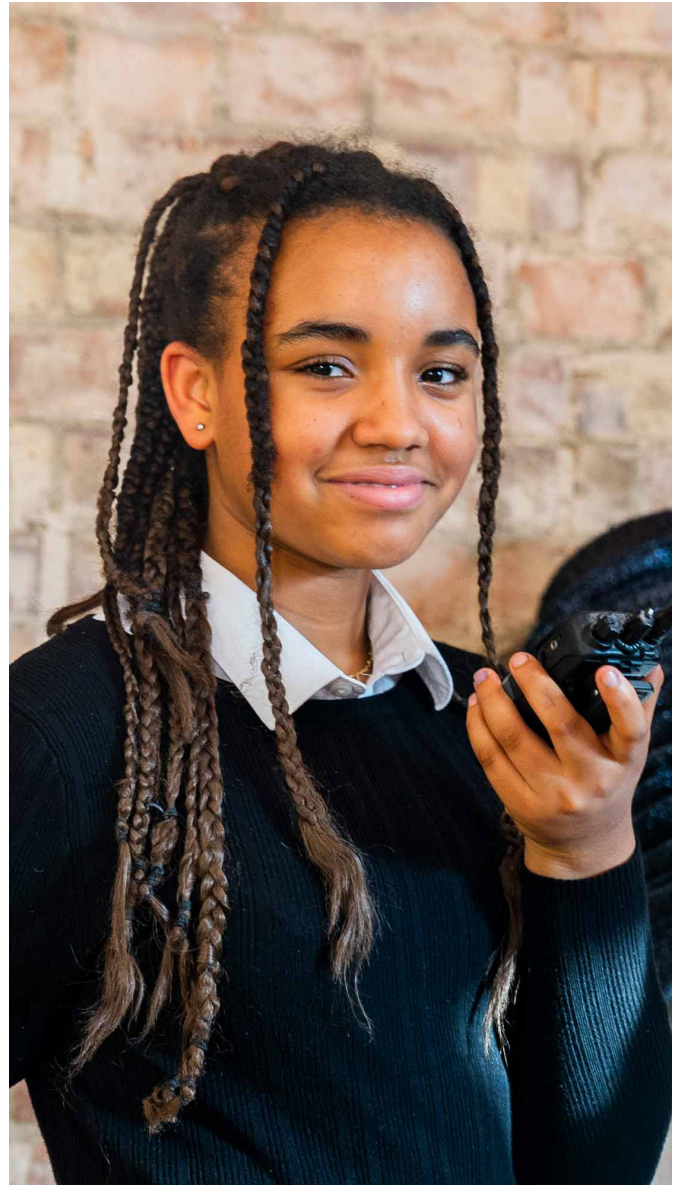
By submitting an application to us, you confirm the following:

- The information you provide is correct at the point of submission
- You give your consent for Park Theatre to hold and process your data and information
- You give your consent for Park Theatre keep your application details on file for up to two years

Closing date for applications:

Monday 1 June, 5pm.

<https://parktheatre.co.uk/get-involved/jobs/>



Summary of Terms & Conditions

Salary: £28,000-30,000 per annum

Contract: Permanent, full time (35 hours per week)

Hours: A mix of daytime and evening shifts, including regular weekend hours

Holidays: 33 days per year (including bank & public holidays)

Pension: Park Theatre operates a company pension scheme with 3% company contribution, available to all staff

Other Benefits:

- Complimentary tickets to Park Theatre shows (subject to availability)
- Discount at Park Pizza
- Employee Support Scheme, including complimentary flu vaccinations
- Season ticket loan and Cycle to Work scheme
- Family friendly policies
- Access to training & support for professional development

Application Procedure

Equal Opportunities

We are an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment and our recruitment process is open to all, but we are particularly keen to hear from global majority and / or disabled candidates, as these groups are currently underrepresented in our teams. As a Disability Confident Scheme employer, we guarantee to interview all disabled applicants who meet the essential criteria for our vacancies.

If you feel that this applies to you, please include the following sentence at the end of your application letter: *I would like my application to be considered under Park Theatre's Positive Action policy.*



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