

Job Description

Job Title: Theatre Technician (Sound-Focused, Multi-Discipline)	Reporting to: Technical Manager / Senior Technicians
Name of Incumbent:	Signed by Employee:
	Date signed:

Purpose

To provide high-quality technical support across both Portsmouth Theatre venues, with a primary focus on sound and audio-visual systems while maintaining the ability to work confidently across all technical disciplines including lighting, staging, flying, projection, and general backstage operations.

Main responsibilities;

- Support and, when required, lead the unloading and loading of stage equipment for visiting companies, with particular responsibility for integrating touring sound systems with in-house infrastructure.
- Operate and maintain all venue sound systems, including digital mixing consoles, radio microphones, IEM systems, comms, show relay, and audio networking.
- Provide specialist sound engineering for in-house productions, including mixing rehearsals and performances, programming digital desks, and supporting sound design requirements.
- Communicate in a professional, respectful, and composed manner, fostering positive and effective interactions across all departments at all times.
- Work across all other technical disciplines as required, including lighting operation, rigging, focusing, projection, staging, and operation of hemp, counterweight, and computerised flying systems.
- Attend rehearsals for in-house productions, taking technical notes (with emphasis on sound) and producing reports as required.
- Work collaboratively with FOH and other departments to ensure excellent customer service and smooth running of performances.
- Assist with maintenance, repair, testing, and documentation of all technical equipment — sound, lighting, staging, projection, and flying — contributing to planned maintenance programmes.
- Follow all Portsmouth Theatres Health & Safety procedures, ensuring safe working practices in all technical areas and contributing to risk assessments and compliance.
- Wear uniform, protective clothing, and identification as required.
- Participate in internal and external training and support the training of casual and volunteer staff across all technical areas.
- Act as a key holder when required, ensuring the security of the venue.
- Support educational and community activities, including supervision of students and technical support for youth productions.
- Attend scheduled meetings and contribute to departmental planning and communication.
- Act as a First Aid appointed person and maintain a valid First Aid at Work qualification.
- Work occasional additional hours, paid at the agreed flat rate, where authorised by the Chief Executive.
- Undertake any other reasonable duties as directed by line management.

This job description will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary in line with the developing nature of the Portsmouth Theatre's activities.

PERSON SPECIFICATION		
Attainments	Essential	<ul style="list-style-type: none"> • Basic numeracy and literacy
	Desirable	<ul style="list-style-type: none"> • Recognised qualification in Technical Theatre or Sound Engineering (degree, diploma, or apprenticeship).
Special Aptitudes / Knowledge	Essential	<ul style="list-style-type: none"> • Experience operating and maintaining a wide range of sound equipment in a theatre or live events environment. • Confident operation of digital mixing consoles, radio microphones, audio networking, and show relay systems. • Ability to work across all technical disciplines including lighting, staging, projection, and flying systems. • Experience supporting both professional and amateur theatre groups. • Physically able to lift equipment and work at height. • Effective verbal reasoning and communication skills. • Working knowledge of health and safety legislation relevant to technical theatre. • Experience in manual handling.
	Desirable	<ul style="list-style-type: none"> • Experience mixing complex live sound using large numbers of microphones. • Experience preparing technical procedures and documentation. • Experience implementing health and safety processes and ensuring compliance. • Ability to use Microsoft Office software, including Word, Excel, and Access.
Interests	Desirable	<ul style="list-style-type: none"> • Keeping up to date with developments in sound engineering, audio technology, and wider technical theatre practice.
Disposition	Essential	<ul style="list-style-type: none"> • Self-starter with a proactive approach. • Accepts and seeks responsibility. • Performs well under pressure. • Flexible and able to cover a range of technical roles as required. • Uses initiative confidently. • Strong team player. • Positive, can-do attitude.