



Position: Technical Traineeship

Reports to: Technical and Production Manager

Salary: £24,454 pro rata (6 months fixed term contract)

Hours: 37 hours per week

Location: Corn Exchange, Market Place, Newbury

You may be required to work at our other locations of 101, The Base and The Old Library as part of your normal working week

Holiday entitlement: 20 days per annum, plus bank holidays (pro rata if part time)

Probation period: 1 month

Contract: 6 months

OVERVIEW

The Corn Exchange is a multi-venue arts organisation which presents a wide range of artistic work and creative activity throughout the year, both at its Newbury-based venues and in the wider community in West Berkshire.

The Corn Exchange is a growing, dynamic and exciting organisation in the South East, with a 400 seat auditorium, a 40 seat cinema, a café bar and a busy learning centre presenting workshops and classes and other activity which has a positive impact on individuals and our community. The Corn Exchange also includes 101 Outdoor Arts, a nationally recognised facility to support and nurture artists creating ambitious outdoor productions for audiences across the UK and internationally, as well as programming and managing The Base Greenham, a visual arts gallery which is also home to resident artists and a workshop space.

In 2026 opened our new facility – the Old Library – as our new learning centre studio, a space for community connection and collaboration and a bespoke 94 seated performance space.



Job Purpose

As a trainee within our Technical team, you will be helping us to provide first class technical support to all incoming shows and events that take place both on our stage at the Corn Exchange Theatre, and in our studio theatre at The Old Library. Both venues are based in the town centre in Newbury. This is a varied role with lots to keep you interested – no two days are the same!

You will have the opportunity to be involved in all the technical aspects of our shows, learning about sound, lighting and staging for our live events.

We're looking for a positive and welcoming person who is happy to help across a range of tasks, working a mix of daytime and evening shifts, including shows in the evenings and at weekends.

You don't have any past technical experience, just be interested in live arts, and with a quizzical mind and a curiosity about how things work and what goes on 'backstage'.

This role does include physical tasks, including lifting and some working at height. Training will be provided for everything you will be asked to do.

Main Duties

- To work with the technical team, assisting visiting companies to stage their event, including load-ins, get-outs and show operation duties.
- To assist with rigging and operating lighting and sound equipment for all theatre and live performance events at the Corn Exchange.
- Assist with seating and staging layout changes as required in all venues.
- To learn about programming and scheduling of films in the Cinema on a regular weekly basis.
- To work as a show crew member on stage or as follow spot operator for the seasonal run of the Pantomime once fit-up is completed.



- To work with the other technicians, making sure all technical areas are clean, safe and efficiently organised.
- To work on outdoor events and activities at 101 Outdoor Arts when required, assisting the technical team with all technical and production preparations.
- To adhere to our Health and Safety, GDPR and Safeguarding policies in carrying out all aspects of the role.

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person Specification

Key Attributes

The successful candidate is likely to:

- Be interested in learning more about how live events are staged
- Be willing to learn and try
- Have a naturally positive outlook
- Be trustworthy and reliable
- Happy to work evenings and weekends

Essential Skills

The successful candidate is likely to:

- Be able to follow instructions
- Enjoy working as part of a team
- Have good communications skills
- Have good time keeping skills

Additional Benefits

- 20% discount in café and bar



- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.

Careers in the Arts will offer all trainees:

- A full induction into the Corn Exchange including Health and Safety procedures and role specific training.
- An introduction to both organisations through a 'vision and values' sessions delivered by Directors at the Corn Exchange Newbury.
- Opportunities to learn and experience creative duties beyond the main Corn Exchange programme, including opportunities at The Watermill Theatre.
- Peer support programme with other trainee placements.

Submitting Your Application

How To Apply

Please write a short one-page cover letter explaining why you are applying for this traineeship and how you meet the person specification,

Please send along with a completed Equal Opportunities monitoring form (details below) to Sara Price Personnel Manager Corn Exchange Newbury at sarap@cornexchangenew.co.uk

Closing date for applications: **30 August 2026**

First stage online interviews will be held week beginning **7 September 2026**, the second stage will be an in-person interview.

For further information about the organisation, please look at our 'About Us' page here

<https://cornexchangenew.com/about>

AI in Applications



We recognise that candidates may choose to use artificial intelligence (AI) tools to support the preparation of their job applications. When used appropriately, AI can be a helpful aid in structuring responses, checking clarity, and improving presentation.

However, applications must reflect your own skills, experience, and understanding. If an application appears to rely excessively on AI-generated content, it may not meet the required standard and could be rejected.

We encourage all applicants to ensure their submissions are authentic, tailored to the role, and clearly demonstrate their own knowledge, experience, and suitability.

Equal Opportunities

Corn Exchange Newbury is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

Please find our Equal Opportunities monitoring form on our website. This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting Sara Price sarap@cornexchangenew.co.uk Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.