



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Technical Traineeship</b>
<b>Reports to:</b>	<b>Technical and Production Manager</b>
<b>Key Relationships:</b>	<b>Technical team, Front of House team, freelance panto cast and crew, visiting performance companies</b>
<b>Salary:</b>	<b>£23,492.04 (pro rata)</b>
<b>Hours:</b>	<b>Full time (37 hours per week). Time off in lieu will be given for any hours worked over this.</b>
<b>Type:</b>	<b>6 Months contract (This is a funded traineeship and is only open to those aged 18-25 years).</b>
<b>Location:</b>	<b>Corn Exchange 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)</b>
<b>Holiday entitlement:</b>	<b>20 days per annum (pro rata)</b>
<b>Deadline for applying:</b>	<b>17 September 2025</b>
<b>Interviewing:</b>	<b>Week beginning 22 September 2025</b>

## **Technical Traineeship, Corn Exchange Newbury**

### **Overview and 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 in our venues. 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**

- Work with the technical team, assisting visiting companies to stage their event, including load-ins, get-outs and show operation duties.
- 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.
- Support the programming and scheduling of films in the Cinema on a regular weekly basis.
- Work as a show crew member on stage or as follow spot operator for the seasonal run of the Pantomime.
- Work with the other technicians, making sure all technical areas are clean, safe and efficiently organised.
- Work on outdoor events and activities at 101 Outdoor Arts when required, assisting the technical team with all technical and production preparations.
- Adhere to our Health and Safety, GDPR and Safeguarding policies in carrying out all aspects of the role.

## **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