



Position:	Technician
Reports to:	Technical and Production Manager
Salary:	£24,000 - £25,500 (depending on experience)
Hours:	Full time, 37 hours per week as part of a rota with regular evening and weekend work
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)

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 we will open our new facility – the Old Library – as our new Learning Centre studio, a space for community connection and collaboration and a bespoke 102 seated performance space.

Main Responsibilities

- The Technician will work within the multi-skilled technical department, ensuring that all shows and events across the organisation (Corn Exchange, 101 Outdoor Arts, The Base and The Old Library) are imaginatively, efficiently and safely staged to the highest professional standards. We are particularly keen to hear from candidates who have experience of working in theatre/event lighting.

Main Duties

Technical

- Work as part of the multi-disciplined technical team to rig and prepare lighting, sound and stage equipment and to operate lighting or sound or assist on stage during live performance events where required.
- To work with incoming companies to stage their event, including load-ins and get-outs, giving the best possible advice to suit the occasion and ensuring the needs of the visiting company are met using the available resources.
- Assist with the setup and operation of technical equipment for other Corn Exchange events such as open mic nights, and music on the terrace.
- Ensure that the presentation of events is consistent and carried out to the highest possible standards.
- Work on outdoor events and activities at 101 Outdoor Arts when required, assisting the Technical and Production Manager with all technical and production preparations.
- To work on gallery fit-ups and changeovers at The Base when required.
- To work with the Technical and Production Manager to ensure that the technical resources of the organisation are fit for purpose and adequately maintained, including the stocks of consumables and spares. This will include inspecting, cleaning and PAT maintenance on all technical assets during the 'dark' period.
- To work with the technical team to maintain and promote an effective, healthy and safe. working environment, observing that all prevailing conditions and regulations are adhered to.
- Assist with seating and staging layout changes as required in all venues.
- To upload and schedule digital cinema content in the Cinema.
- Work on stage as a stage crew member for the seasonal run of the Pantomime.
- To consider the environmental impact of technical theatre and work in an environmentally conscious manner
- Oversee the work of voluntary and casual technicians and work experience visitors when necessary.

Administration

- Ensure effective and efficient communications are maintained with all stakeholders.
- Assist with the keeping of records, logs, and show reports as required.
- Read and understand incoming companies' riders, highlighting any queries to the Technical and Production Manager in good time.

General duties

- Demonstrate a commitment to the Corn Exchange Trust's core values.
- Publicly represent the Corn Exchange in a prepared and professional manner.
- Create a friendly and welcoming atmosphere for users of our venues.
- Maintain confidentiality at all times.
- To work as part of a 7 day rota, often involving evenings and weekends.
- To act as key holder and lock up the building after show get-outs, as and when necessary.
- To be fully conversant with the organisation's Safeguarding and Inclusion policies and to work within their principles at all times.
- To perform any other duties that may be reasonably requested.

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

Working patterns

A flexible approach to working hours is required. The Technicians are often on rota for longer than the standard 8-hour day, to meet the needs of the incoming companies and events and are regularly required to work evenings and weekends, sometimes finishing late.

To meet the needs of the programme you may occasionally be required to work a six-day week or over the contracted 37 hours. On these occasions, time off in lieu is given at the earliest opportunity for any overtime worked. Annual leave cannot be taken during the busy pantomime run from end of November until early January.

Technical work involves working at heights and some lifting and moving of equipment. Training will be given as necessary.

General Duties/Additional Requirements

- To demonstrate a commitment to the Corn Exchange Trust's core values
- To treat all information as strictly private and confidential, maintaining confidentiality at all times
- To publicly represent the Corn Exchange Trust in a prepared and professional manner
- To create a friendly and welcoming atmosphere for users of the Corn Exchange
- To work evenings and weekends as necessary
- To undertake any other duties which may reasonably be requested

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

The successful candidate will:

- Have at least 2 years of experience working in technical theatre in a theatre, arts centre or live performance environment
- Have a good understanding of generic and intelligent theatre lighting and their uses.
- Have a good understanding of technical plans such as lighting rig plans, channel lists and stage plots
- Have good computer Literacy and understanding of technical equipment/networking
- Have excellent communication skills
- Have an analytical approach to problem solving
- Have good organisational skills and able to work under their own initiative
- Be comfortable with working at height

Within the technical department, we work with a variety of systems and processes. Experience of using some of these is desirable but you are not required to have experience of all of them as training will be provided:

- Health and safety training
- First Aid
- ETC EOS family lighting control for programming and operating lighting for a variety of performance genres.
- Qlab for compiling, editing and playing out sound & video
- Yamaha QL5 & Dante for sound control and operation
- Screenwriter for digital cinema content scheduling
- Seaward PAT Testing Machines and PATguard 3 for Portable Appliance Testing
- Outdoor events, rigging and staging
- Audience Systems, retractable auditorium seating
- Ladders and access equipment such as tallescopes and Genie Lifts

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.