



Technical Advisor

Role Type: Volunteer

Time Commitment: 50+ hours per production (flexible, depending on production needs but loaded towards show week).

Location: Flexible, with required attendance at rehearsals and theatre, for tech runs and performances during show week.

Overview:

Do you love the behind-the-scenes magic that brings theatre to life? As our Technical Advisor, you will oversee all technical aspects of our productions, ensuring they are executed to a high standard within budget. You'll work with lighting, sound, stage management, and set design, liaising with production teams to bring creative visions to reality.

Key Responsibilities:

- **Pre-Production Planning**
 - Attend production meetings to advise on the technical feasibility of ideas.
 - Develop a technical plan for lighting, sound, set, and special effects.
 - Source and recruit a team of technicians, ensuring appropriate skill coverage.
 - Manage technical budgets and ensure all spending remains within limits.
- **Lighting & Sound Coordination**
 - Work with directors and designers to create appropriate lighting and sound plots.
 - Ensure all required equipment is sourced, tested, and installed correctly.
 - Supervise sound engineers, ensuring mic plots are created and maintained.
 - Assist in the training of those who operate sound and lighting equipment.
- **Health & Safety Compliance**
 - Conduct risk assessments for all technical elements, including set, rigging, and effects.
 - Ensure all electrical and rigging work is carried out safely and legally.
 - Provide emergency procedures and safety briefings for tech crew and cast.
- **Rehearsals & Show Week Execution**
 - Attend rehearsals as agreed with the director in the rehearsal programme to include the technical rehearsal, the dress rehearsal and the show run.
 - Troubleshoot and resolve any technical issues during the show

- Support the production team in delivering seamless transitions and cues.
- **Post-Show & Equipment Management**
 - Supervise the breakdown and return of any hired equipment.
 - Maintain a log of technical assets owned by the theatre group.
 - Review and update technical procedures based on each show's experiences.

Skills Required

- **Experience with theatre lighting and sound equipment**, including DMX lighting rigs and sound mixing desks.
- **Knowledge of stage management and technical theatre best practices.**
- **Understanding of health and safety regulations**, particularly in relation to rigging, electrical work, and manual handling.
- **Strong problem-solving skills** – ability to think quickly under pressure.
- **Leadership and communication skills** – ability to train and manage a team.
- **Budgeting awareness** – ensuring all technical requirements are met without overspending.

KPIs (Key Performance Indicators)

- **Budget Compliance** – All technical elements sourced and implemented within the agreed budget.
- **Crew Management** – A full technical team is recruited and briefed at least ***four weeks before opening night***.
- **Mic Plots & Cue Sheets** – Complete and distributed ***at least one week before tech rehearsals***.
- **Risk Assessments** – All risk assessments submitted and approved ***two weeks before show week***.
- **Technical Rehearsal Efficiency** – All tech elements functional, with minimal re-runs required due to technical issues.
- **Equipment Maintenance** – All borrowed/hired items returned undamaged; in-house equipment stored properly.

Why You'll Love This Role:

You'll be the mastermind behind the technical brilliance of our productions! It's a great opportunity to develop leadership skills, work with cutting-edge theatre tech, and see your work come to life on stage.