

Post Details		Last Updated: 28/01/2026	
Faculty/Administrative/Service Department	Faculty of Arts, Business and Social Sciences		
Job Title	Performing Arts Technician (Events)		
Job Family	Technical and Experimental	Job Level	3
Responsible to	Theatre Technical Manager		
Responsible for (Staff)	n/a		

Job Purpose Statement

To provide technical expertise to support the technical realisation and delivery of events at the Guildford School of Acting. The role supports staff and students through the planning, preparation, installation, and operation of technical systems, enabling the effective delivery of public events, GSA theatre productions, student society events, open days, conferences, lectures, research activities, and meetings.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Design, plan, install, operate, and de-rig technical systems for events, including lighting, sound, audio-visual, and staging equipment, across University and external venues, liaising with the Theatre Technical Manager, event leads, visiting speakers, and external companies as required.
2. Provide technical support for a broad range of events including open days, conferences, lectures, performances, recruitment events, and student-led activities.
3. Assist with the preparation, set-up, and operation of technical equipment to support teaching sessions, lectures, and presentations where required.
4. Supervise, support, and mentor students and freelance staff in the safe and effective use of technical equipment during events.
5. Assist with the management of technical equipment, consumable stock, budgets, and the GSA booking system, contributing to efficient resource planning and use.
6. Ensure the safety, compliance, and appropriate use of all GSA equipment, including adherence to COSHH regulations, completion of risk assessments, and enforcement of University Health and Safety policies.
7. Diagnose faults and undertake routine maintenance and minor repairs of technical equipment, reporting more complex issues to the Theatre Technical Manager.
8. Act as Duty Technician for events and performances as required.
9. Assist with the transportation of equipment between storage areas and venues, including driving University vehicles where necessary.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

The post holder will be part of the Technical Team within the Operations and Events Department and will report to the Theatre Technical Manager. They will be required to plan, organise, and prioritise their own

workload with minimal supervision to meet deadlines and event requirements, referring to their line manager where conflicting priorities arise.

Problem Solving and Decision Making

The post holder is expected to provide practical advice and solutions to technical and operational problems related to events delivery.

Solutions will typically be informed by prior experience, technical knowledge, and reference to Health and Safety legislation and departmental procedures.

Incorrect decisions may result in minor service disruption; therefore, sound judgement and adherence to procedures are essential.

More complex issues or those outside the remit of the role should be referred to the Theatre Technical Manager.

Continuous Improvement

The post holder should always aim to improve efficiency and quality of service to staff and students within GSA, via input to procedures and processes in collaboration with the Theatre Technical Manager.

The post holder is expected to contribute to the continuous improvement of events delivery by identifying efficiencies, improving processes, and maintaining up-to-date technical knowledge aligned with current industry practice.

Accountability

The post holder is responsible for maintaining a safe environment during events and productions, and ensuring that students, staff, and visitors comply with Health and Safety requirements. Errors in judgement or failure to follow procedures could place individuals at risk or result in damage to equipment.

The post holder is accountable to the Theatre Technical Manager.

Dimensions of the role

The post holder will support a high volume of events across GSA, including public performances, assessments, teaching-related events, open days, conferences, lectures, research events, and student society activities. The department supports several hundred events annually.

The post holder will assist with managing consumables budgets, maintaining equipment stock, advising on technical requirements for events, and supporting the booking and supervision of freelance staff under the guidance of the Theatre Technical Manager.

Supplementary Information

The post holder may, with appropriate guidance, contribute informal feedback on students' practical performance during event-related activities. This feedback will be provided to relevant academic staff and will not form part of any formal assessment process.

Person Specification This section describes the sum total of knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Vocational qualifications plus some relevant work experience.

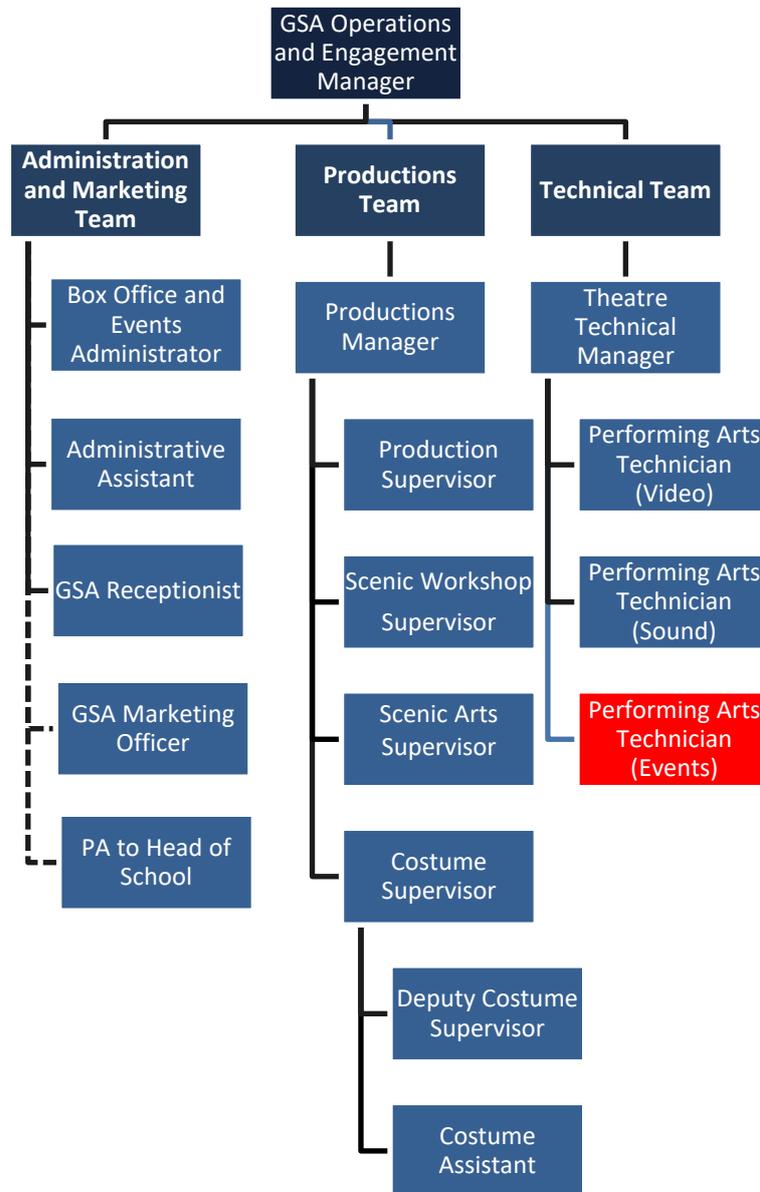
Or:

Learning gained through work experience of up to three years. Will include short courses and other formal training.

E

Relevant professional industry experience in a multi skilled technical role, including equipment maintenance and management		E
Degree/foundation degree/BTEC in technical theatre or related discipline		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Good understanding of lighting, sound and audio-visual equipment (including maintenance) and its use in a range of creative and performing arts contexts	E	3
Experience of undertaking a range of technical support activities with minimal supervision	E	3
Technical aptitude and working knowledge of industry standard computer hardware and software and the ability to diagnose faults.	E	3
Understanding of relevant Health and Safety requirements and procedures	E	2
Knowledge of current artistic and creative developments in performing arts	E	2
Ability to train students in practical tasks	E	2
Special Requirements:		Essential/ Desirable
The post holder must be prepared to work flexibly, as occasional unsocial hours may be required, including work as duty technician.		E
Must be able to drive and hold a current full EU license or equivalent permanent licence.		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Continuous Improvement		2
Problem Solving and Decision-Making Skills		2
Managing and Developing Performance		n/a
Creative and Analytical Thinking		n/a
Influencing, Persuasion and Negotiation Skills		n/a
Strategic Thinking and Leadership		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted, and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information and Key Relationships		
<u>Background Information</u>		
<p>GSA (Guildford School of Acting) is a long established and internationally renowned conservatoire, training technicians, performers and creative leaders for the theatre and performance industries. We are a department of the University of Surrey, a leading UK and global university. The technical team provides equipment, support and mentoring as part of the Events and Operations team, ensuring a high standard for all GSA productions, assessments, teaching and events. Providing an excellent student experience is central to all we do.</p>		

Department Structure Chart



Relationships

Internal

- Theatre Technical Manager: regular liaison to plan and organise workload in both short and medium term.
- GSA Operations Team: regular liaison to assist with planning and organising of all internal and external GSA and University events.
- Programme and module leaders for GSA production courses: exchanging information re: GSA productions/assessments and taught modules
- Productions Manager/Production Supervisors: working collaboratively to realise projects, performances and other events.
- Students: supervise and demonstrate techniques to students as appropriate

External

- Liaise with visiting companies, freelance casual and production staff.