Post Details	Last Updated: 29/09/25		
Faculty/Administrative/Service Department	Faculty of Arts, Business and Social Sciences		
Job Title	Performing Arts Technician (Sound)		
Job Family	Technical and Experimental	**Job Level**	3
Responsible to	Theatre Technical Manager		
Responsible for (Staff)	N/A		

Job Purpose Statement

This role provides technical expertise to support the Guildford School of Acting's programmes, with a particular focus on the undergraduate and postgraduate degrees in Technical Theatre. Working in collaboration with students and staff, the post holder will help develop and apply technical skills to ensure the successful delivery of GSA productions, public performances, research events, student society activities, open days, conferences, and other events.

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

1. Support students and creative teams in the design, planning and realisation of technical set-ups and installations, including sound facilitation and related work, in University and external venues. Work in collaboration with in-house and freelance sound designers, musical directors and the creative team providing guidance and technical expertise to help students carry out set-ups effectively and support sound designers in achieving their creative aims.
2. Assist technical lecturers in delivering modules by providing equipment and demonstrating its use to students.
3. Support students and freelance staff in the use of audio for GSA programmes and productions through supervision, demonstration, and mentoring.
4. Manage, maintain, diagnose, and repair all GSA audio equipment and consumables, including the audio equipment booking system, ensuring safe and compliant use in line with University Health and Safety policies. Plan and implement improvements to support future programmes and working practices and support the Technical Manager in managing budget requirements for the sound department.
5. Support GSA productions and events on an as-needed basis, acting as Duty Technician and assisting with the transportation of equipment between stores, workshops, and venues, including van driving, in collaboration with the production and technical team.

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.

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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

Working as part of the Technical Team within the Events and Operations Department and reporting to the Theatre Technical Manager, the post holder will organise and prioritise their own work with minimal supervision, ensuring key deadlines and objectives are met, and seeking guidance from their line manager where priorities conflict.

Problem Solving and Decision Making

The post holder will use professional experience, departmental policies, and Health and Safety guidance to provide advice and resolve technical issues, referring only complex or out-of-scope problems to their line manager. They are expected to use initiative and judgement, report on current working methods, and advise their line manager of any issues requiring attention. The impact of incorrect decisions is generally limited to minor service interruptions.

Continuous Improvement

The post holder will seek to enhance the efficiency and quality of service to staff and students by contributing to procedures and processes in collaboration with the Theatre Technical Manager and Lecturers in Sound. They are also expected to maintain and develop their professional skills and sound expertise in line with industry standards.

Accountability

The post holder is responsible for maintaining a safe environment in teaching, performance, production, and other relevant areas, ensuring compliance with Health and Safety requirements. They are expected to provide a high-quality, professional service, as errors or omissions could compromise personal safety or equipment. The post holder is accountable to the Theatre Technical Manager.

Dimensions of the role

The post holder will supervise and mentor GSA students, particularly those on the BA Theatre Production and MA Stage and Production Management programmes. They will support GSA productions, assessments, teaching, and a wide range of other events, including visiting artists, research events, conferences, lectures, and student society activities, contributing to a large and varied annual programme. The role also involves assisting with the maintenance of equipment and consumables, managing the sound budget, advising on larger projects, and supervising freelance staff booked by the Theatre Technical Manager.

Supplementary Information

The post holder may, with guidance, provide informal feedback on students' performance during practical production work, either verbally or in writing, for the attention of the relevant programme or module leaders. They will not be involved in formal assessment processes.

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	
HNC, A level, NVQ 3 or equivalent standard in the relevant specialist area, plus a number of years' relevant work experience. Or: Broad practical work experience in a relevant technical or scientific role.	E
Relevant professional industry experience with in a sound department, to include technical maintenance and equipment 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	**Essential/ Desirable**	**Level 1-3**
Good understanding of current audio 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 and repairs 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
The post holder must be willing and able to undertake a range of manual handling tasks and work at height where necessary.	E
The post holder 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.	**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	n/a

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.

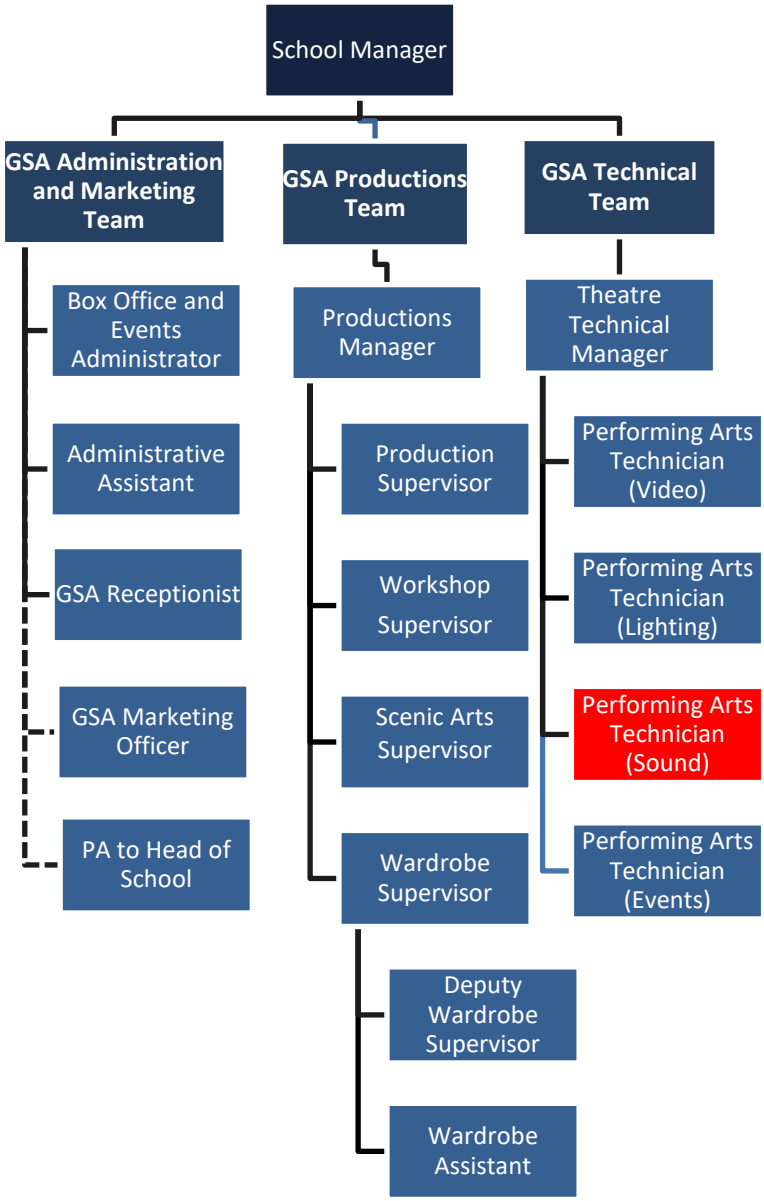
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information and Key Relationships

Background Information

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.

Department Structure Chart



Relationships

Internal

- Theatre Technical Manager: regular liaison to plan and organise workload in both short and medium term.
- GSA Operations and Events 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
- Senior production supervisor/production supervisor: working collaboratively to realise projects, performances and other events.
- Students: supervise and demonstrate techniques to students as appropriate

External

- Liaison with visiting sound designers/musical directors/engineers to establish technical requirements.