

Technical Manager: Recruitment Pack





About Little Angel Theatre

"Little Angel is tirelessly inventive, offering an unbeatable experience" - The Stage Awards.

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

OVERVIEW

Reports to: Production Manager

Salary: £28,750

Hours: Full time, Monday to Friday (10am-6pm regular hours). Overtime is not paid but time off in lieu will be given.

As a charity, we are engaging with a trial of a 4-day working week. This will shift working to four days with no adjustment to the offered salary.

This role has an expected in office average of 4 days per week.

Holiday: 26 days per annum + bank holidays.

Fixed term contract: 1 year fixed term

Commences: September 2025



We particularly welcome applicants who are currently under-represented in the arts and puppetry sector. For further information or to discuss access requirements for your application contact us at recruitment@littleangeltheatre.com

Please head to our website to see how to apply for the position.

<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

CORE DUTIES

The Role

The Technical Manager is a pivotal role that supports the Production Manager in organising the day-to-day running of LAT's theatre productions from rehearsals right through to performances and then post-show, ultimately ensuring the smooth running of productions in house and on tour. The Technical Manager also shares responsibility for the H&S and maintenance of all technical equipment at Little Angel Theatre and Little Angel Studios.

Principal Areas of Responsibility:

Technical

- Work with the Production Manager and Producers throughout the production process to coordinate all technical requirements - LX & SFX – on of all LAT productions in-house/on tour/transfers/hires
- Work closely with directors and designers to ensure the highest possible technical standards are met.
- Coordinate fit-ups and technical rehearsals and disseminate information.
- Deal with any technical issues that may arise during a run of a production in-house/on tour in liaison with the stage manager and in response to show reports.
- Provide full Technical support for all touring work including planning, tech specs, lighting plans, logistics and equipment when required by Production Manager & Producers.
- Be responsible for liaising with all Visiting Companies and providing full technical support.
- Be responsible for the recruitment and induction of freelance tech casuals for get-ins, fit-ups and get-outs including duty technicians when required.
- Be responsible for the provision, control, logging, maintenance and renewal of all technical and production equipment (including sound and lighting equipment and tools in the workshop space).

- Ensure all equipment is ready for use and in working order for rehearsals, productions in-house and on tour.
- Manage all hires/purchases of the company's technical equipment & production items.
- Provide full technical support for the Creative Learning Department projects & events.
- Supporting the delivery of space hire events through planning and resourcing (staff & equipment).
- Ensure LAT operates in line with technical industry standards, new technologies and industry practice.
- Recruit additional freelance and casual staff where appropriate, and supervise, induct and train freelance and casual staff.
- If required Stage Manage select LAT productions
- In consultation with Senior Producer, create and set up rehearsal schedules.
- Manage set, props and puppets in rehearsals.
- Liaise with Senior Producer regarding budgets.
- Supervise the 'get in' and 'get out' of shows, & recruit additional support staff for this.
- Make alterations to the set, props and puppets where necessary.
- Operate the lighting and sound during shows when needed.
- Create a risk assessment to ensure the safety of the full company.



- Manage the backstage and onstage area during performances.
- Maintain set, props and puppets during the run.
- Ensure archive recording of shows.

Other duties

- Responsible for the safe and efficient storage of past productions, including puppets, sets and production equipment in both LAT's external storage facility and at the theatre and studios.
- Work with PM, ED & GM on H&S and Maintenance policy, keeping abreast of industry best practice and legislation and proactively bringing to the attention of the PM/GM/ED any requirements for technical improvements or maintenance to ensure continued compliance - obtaining quotes and preparing reports / business cases where required, and lead on any resulting works where appropriate.
- To represent the company as and when required at performances, workshops, and other networking events.
- Manage / monitor spend against budgets allocated.
- Adhere to stated policies and procedures relating to Health & Safety and Equal Opportunities.
- To work with the PM to ensure upkeep and maintenance of van.



- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Any other ad hoc duties requested by the company.

Perks of the job

- 4-day working week, with full 5-day pay.
- Industry-leading in supporting staff with a flexible work/life approach.
- Proactive approach to training and development.
- Generous annual leave allowance, including birthday leave.
- Free places on adult learning courses to develop your skills.
- Be part of an exciting, dynamic and award winning organisation.
- Complimentary tickets to shows for you and your family.
- Cycle to work scheme.
- Employee benefits scheme, including discounts at cinemas and local / national retailers.



PERSON SPECIFICATION

Little Angel makes work for a wide-ranging family audience. All staff members are expected to represent the company in a friendly and approachable manner at all times.

Essential

- Experience in theatre sound, AV, lighting and rigging
- Experience with programming on both Qlab (audio and video) and ETC EOS software
- Good knowledge and experience of theatre sound installs and digital sound desks.
- Practical experience in equipment maintenance
- Able to manage small teams of freelance staff
- Strong IT skills in both PC and Mac systems
- Able to take, and act upon, instructions within a given time frame and in a busy working environment
- Problem solving approach
- Reliable, with a flexible and pro-active attitude



- Ability to prioritise and work calmly under pressure
- Full UK driving licence
- Passion for the performing arts, particularly for a family audience

Desirable

- Experience carrying out PAT testing and other electrical maintenance
- Knowledge and/or training in managing Health & Safety, including First Aid, Manual Handling, Working at Height
- Experience with video and projection.

This job will require proof that you have the right to work in the UK. We are legally required to perform a right to work check with the chosen candidate.



HOW TO APPLY

Please head to our website to see how to apply for the position:

<https://www.littleangeltheatre.com/about-us/jobs-and-opportunities/>

There you will need to download and complete our Application and Equal Opportunities forms.

Please send your completed application form to recruitment@littleangeltheatre.com with the subject line Your Name – TM25

You can fill in our Equal Opportunities form here:

<https://forms.gle/9HvGCmqMvaGtqCuv7>

As part of any recruitment process, Little Angel Theatre collects and processes personal data relating to job applicants. Your information will be shared internally on a limited basis only for the purposes of the recruitment exercise. If your application for employment is unsuccessful, Little Angel Theatre will hold your data on file for six months after the end of the relevant recruitment process.



Closing date for applications: 5pm, Tuesday 1st July 2025

Interviews: Week Commencing 14th July 2025

Start date: September 2025

For more information about the company please see www.littleangeltheatre.com

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.

