



**WATFORD  
PALACE  
THEATRE**

**RECRUITMENT  
PACK**

**GENERAL**

**TECHNICIAN**

# GENERAL TECHNICIAN

## JOB DESCRIPTION AND PERSON SPECIFICATION

Thank you for your interest in becoming a part of the brilliant team at Watford Palace Theatre.

In this pack you will find background information on Watford Palace Theatre, the job description and personal specification. Below is the information on the recruitment process and what you need to do to apply.

### HOW TO APPLY:

Send an up to date CV and covering letter via email to [samantha@watfordpalacetheatre.co.uk](mailto:samantha@watfordpalacetheatre.co.uk) with the subject line GENERAL TECHNICIAN. If you have any questions, please email Samantha Ford with your contact number and a convenient time to call.

CLOSING DATE: 5pm Thursday, 2nd April 2026

FIRST INTERVIEWS: w/c 13<sup>th</sup> April 2026



# ABOUT WATFORD PALACE THEATRE

Watford Palace Theatre (WPT) is Watford's 'Palace of Entertainment' – providing a great night out, the best shows and something for everyone.

WPT is a successful, inclusive, and ambitious award-winning professional theatre and local charity.

The organisation receives core funding from Arts Council England as one of their key National Portfolio Organisations within the 'Three Counties' region of Hertfordshire, Buckinghamshire and Bedfordshire, and has strong partnership support with Watford Borough Council. Our ambition for excellence is supported by our skilled and respected Technical Production department, housed within our beautiful heritage Edwardian 600-seat auditorium and well-resourced technical facilities.

As well as producing theatre inside the building, we also make productions and events in Watford that go beyond our borders and extensively co-produce and tour our shows 'Made in Watford' across the UK.



# GENERAL TECHNICIAN

Reporting to: Deputy Technical Manager

Working closely with Casual Technicians, Technical Apprentices

Salary: £29,248 per annum plus TMA payments (Get-Outs/Missed Meal Breaks) as applicable in accordance with BECTU regulations, and 3% pension contribution.

Hours: 40 hours per week when averaged out over the calendar month. For hours worked over the contractual hours Watford Palace Theatre operates a TOIL system. Contract: Permanent

Holiday: 21 days per annum, plus UK Public Holidays rising to 25 days after 5 years of continuous employment

Notice period: 2 months following a probationary period of 3 months

Benefits:

- Flexible working arrangements
- Complimentary Tickets
- Staff Discounts on bars/café and free tea/coffee during working hours
- Training and development.



# THE TECHNICAL DEPARTMENT

The purpose of the Technical Department is to deliver all the technical elements of the WPT programme – this includes our productions, visiting work, projects and events, in the theatre, studio, digital ‘stages’, outdoor festivals, on tour and across the youth and community activities of our Take Part department.

The Technical department builds strong relationships with freelance and in-house creative teams and other personnel to deliver their creative vision within the agreed timescales and budgets, to the highest possible standards.

The Technical department also upholds an inclusive and collaborative culture, committed to our values.

## PURPOSE AND SCOPE OF THE ROLE

The successful applicant will join a team that delivers first-class technical support to all Watford Palace Theatre productions & performances. You will also support the Building & Facilities Manager to help maintain the the building and its facilities.

You will be involved in all aspects of the Technical team’s work, including working shows, fit-ups and get-outs and contributing to the maintenance of the theatre’s building and systems.



The Merchant of Venice 1936, 2023

# PRINCIPAL DUTIES AND RESPONSIBILITIES :

- Work with the technical representatives of visiting companies and the WPT in-house technical team to ensure the effective delivery of the technical requirements of visiting shows. Including get-ins, get-outs and carrying out Duty Stage, Duty LX, Operator, Flys or other roles as required to facilitate the smooth running of performances.
- Assist with the effective delivery of production and technical elements of in-house and co-produced shows.
- Assist with the effective delivery of the technical requirements of other events.
- With the technical team, provide a safe working environment and safe working practices for staff, visiting companies, freelancers, visitors and the public, both in the theatre's performance spaces and when involved in associated activities.
- Contribute to departmental and organisation-wide risk assessments.
- Maintain theatre and technical equipment in good working order and carry out appropriate safety checks on equipment.
- Work alongside the Building Maintenance Technician to oversee the general upkeep of the internal and external fabric of the building.
- Undertake general repairs and maintenance or liaise with external providers and contractors where required by the Building Facilities Manager.
- Assist the Buildings and Facilities Manager in overseeing the security, cleanliness and tidiness of all areas of the organisation.
- Be an effective representative of the Theatre in all situations and demonstrate the highest level of customer care and service.
- Undertake any duties as agreed with the Deputy Technical Manager as are appropriate to the post.
- Follow company procedures and guidelines in relation to finances, HR and all other administrative processes.
- Ensure that WPT policies are observed in every area of work.
- Undertake training as required
- Maintain a clean/tidy working environment.



# PERSON SPECIFICATION

## ESSENTIAL

- Knowledge and understanding of current lighting equipment and practices.
- Knowledge of Qlab.
- Aptitude for providing a warm and supportive service to creative teams, visiting companies and hirers.
- Efficient time management and able to work to strict deadlines.
- Positive and flexible approach to problem solving.
- Willingness to work unsociable and irregular hours.
- Awareness of Health & Safety issues relevant to the role.
- Ability to carry out the physical demands of the job.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height

## DESIRABLE

- Relevant technical theatre qualification.
- Experience in building equipment operation and maintenance.
- Knowledge of video equipment and its operations.
- First aid trained.

This job description is subject to review and is a guide to the nature of the work required of this position.

**Watford Palace Theatre is committed to inclusivity and diversity. We actively encourage people from a variety of backgrounds with different experiences, skills and stories to join our organisation. We are particularly keen to support people to apply who have previously been underrepresented within the Creative Industries.**

**WE FULLY RECOGNISE THAT YOU MIGHT NOT MEET ALL THE PERSONAL SPECIFICATION, THIS IS AN INDICATIVE LIST AND WE ENCOURAGE PEOPLE WITH AN EQUIVALENT LEVEL OF EXPERIENCE TO APPLY**



Two of Us 2024, Buggy Malone 2025, The SpongeBob Musical Youth Edition 2024



VICTORIA



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**ARTS COUNCIL  
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BOROUGH  
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[www.watfordpalacetheatre.co.uk](http://www.watfordpalacetheatre.co.uk)