



**WATFORD
PALACE
THEATRE**

**RECRUITMENT
PACK**

**DEPUTY TECHNICAL
MANAGER**

Deputy Technical Manager

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 with the subject line DEPUTY TECHNICAL MANAGER. If you have any questions, please email Samantha Ford with your contact number and a convenient time to call.

CLOSING DATE: 5pm Tuesday, 19th May 2026

FIRST INTERVIEWS: w/c 25th May 2026



ABOUT WATFORD PALACE THEATRE

Watford's 'Palace of Entertainment' has something for everyone.

We bring the world to Watford and take Watford to the world

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.



DEPUTY TECHNICAL MANAGER

Reporting to: Technical Manager

Responsible for : General Technicians, Casual Technicians, Technical Apprentices

Salary: £35,000 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
- Discounted parking at nearby multi-storey car parks.
- 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 work with the Building & Facilities Manager to manage the schedule of the General Technicians with their support in that area.

This is a hands-on, production focused role with management responsibility and the Deputy Technical Manager is required to act as the Senior Technical decision maker in the absence of the Technical Manager.

This role would suit an experienced Technician ready to step up to the next level.



PRINCIPAL DUTIES AND RESPONSIBILITIES

- To work with and support the creative teams to realise each production's technical staging requirements to the highest standard within allocated resources.
- To generate accurate costings for technical staging requirements for produced/co-produced work.
- To be responsible for organising any relevant hires and purchases within agreed budgets.
- To lead technical delivery on designated productions as agreed with the Technical Manager.
- To support and monitor all rigging and flying activities and ensure they are carried out in a safe manner.
- To lead on departmental H & S compliance including LOLER, COSHH and production Risk Assessments.
- To be part of the Duty Stage roster to ensure supervision and safety officer responsibilities on stage and backstage during events.
- To cover/take on show roles as applicable, as assigned/agreed with the Technical Manager.
- To liaise with presented artists as scheduled in agreement with the Technical Manager.
- To maintain the Theatre's equipment at an appropriate level, research and propose new purchases as applicable.
- To support the Theatre's technical needs across all WPT activities and across all its stages, including all in-house, produced and co-produced shows, all received touring shows and one-nighters, Watford Palace Young Company programmes, Communities projects, Fundraising, Hires, and Events programming at the Theatre and at other venues.
- To attend and contribute to the Theatre's Health & Safety Committee and to promote and deliver the highest level of Health & Safety across the organisation, ensuring all working is safe and complies with current entertainment's licensing, fire, building and Health & Safety legislation.
- To supervise, support and contribute to the development of General Technicians and any freelance/casual production staff.
- To work with the team to find ways of making our work more sustainable in line with the Theatre Green Book.
- To be an effective representative of the Theatre in all situations and to, when required, deputise for the Technical Manager whilst demonstrating the highest level of customer care and service.
- To undertake any duties as agreed with the Technical Manager as is appropriate to the post.
- To undertake training as required.
- To ensure that WPT's policies are observed in every area of work.
- To follow company procedures and guidelines in relation to finances, HR and all other administrative processes.



PERSON SPECIFICATION

ESSENTIAL

- Excellent knowledge and understanding of current staging equipment and practices.
- Thorough knowledge of Counterweight Flying Systems.
- Knowledge of QLab and ETC EOS family software.
- Knowledge of typical Theatre installed and touring infrastructure and equipment, e.g. sound systems, lighting network, dinners, AV, DSM systems etc.
- Aptitude for providing a warm and supportive service to creative teams, visiting companies and hirers.
- Ability to lead and develop the work of others as part of a close team.
- Good written and verbal communication skills.
- Ability to make clear, confident decisions in live performance environments.
- 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 basic electrical principles and safety.
- 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 work comfortably at height.

DESIRABLE

- Relevant technical theatre qualification.
- Ability to use CAD.
- Experience of hemp flying.
- Experience in building equipment operation and maintenance.
- Experience of working with digital practitioners
- Knowledge of video equipment and its operations.
- First aid trained.



WATFORD PALACE THEATRE TEAM COMMITMENT

Everyone at Watford Palace Theatre is expected to play their part in achieving our goals and upholding our core values, of ENTERTAINING, REPRESENTING AND INSPIRING, by:

- Committing to creating and upholding a positive, dignified and inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.
- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and apprentices/trainees, and supporting our work with Watford Palace Young Company and our Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and taking care to understand our policies and procedures.
- You'll help us uphold a positive culture around meeting our obligations. We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business.
- Being a positive and proactive custodian to our heritage Grade II listed Theatre building (built in 1908), including our beautiful Edwardian 600 seat auditorium, as well as our other studio spaces and stages.
- You'll help us uphold a positive culture around meeting our obligations. We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the organisation.

Everyone at Watford Palace Theatre is expected to be flexible and adapt as the needs of the charity change, taking on new or different responsibilities as the need arises.

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

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.





Supported using public funding by
**ARTS COUNCIL
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www.watfordpalacetheatre.co.uk