

THEATRE TECHNICIAN

**School of Literature, Drama
and Creative Writing**

**Faculty of Arts and
Humanities**

TC955

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Sir Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Sarah Nacmanson, Drama Studio and Technical Manager, via s.nacmanson@uea.ac.uk

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



THE ROLE

Reporting to: Drama Studio and Technical Manager

The Theatre Technician (TT) reports to the Drama Studio and Technical Manager (DSTM) in the Drama Studio, providing support to the Drama faculty and students in the practical elements of the Drama programmes and external events.

STUDENT SUPPORT

- Assisting with the Year 1 technical classes (Working in the Theatre 1 & 2), that will involve planning and delivering sessions, as appropriate and under the guidance of the DSTM.
- Assisting the DSTM in supervising students' correct and safe use of technical apparatus and the Tallescope ladder, set construction and light rigging/focussing for assessed production and practical work.
- Assisting the DSTM in conducting risk assessments and safety checks.
- Overseeing students' correct and safe use of equipment including during teaching, 'get in/get out', extra-curricular productions, etc, at both on-campus and external venues.
- Liaising with students on technical planning; advising on aspects of set, props, lighting, sound design, and A/V requirements.
- Compiling written notes and technical training information for students. Filming and editing technical training video content for the Drama SkillsShare blackboard site. Assisting with the maintenance of the Drama SkillsShare blackboard page.

DRAMA FACULTY AND STAFF SUPPORT

- Supporting internal and external hirers of the Drama Studio.
- Supporting BA and MA teaching: preparing rooms and equipment

Responsible for: N/A

(projection screens, computers, projectors); organising hire of equipment, where appropriate.

- Supporting all technical aspects of production work, as directed by DSTM.
- Provide technical cover during performances of assessed productions, as directed by DSTM.
- Video-recording assessed production work; audio/video recording public events (e.g. public lectures, book launches), as directed by DSTM.
- Editing recorded media of assessed production work and public events.
- Upload recorded media to cloud storage, share responsibility for maintaining cloud file storage (in line with data protection requirements), as directed DSTM.
- Setting up technical equipment for Studio-based public events (e.g. book launches, lectures), as directed by DSTM.

OTHER TECHNICAL DUTIES

- Providing technical assistance to visiting theatre companies.
- Assisting the DSTM in maintaining and testing equipment such as lights, speakers, amplifiers, cables; sorting and checking equipment after students' use.
- Checking stores of technical consumables; assisting the DSTM and liaising with the Studio Administrator for ordering and purchasing of supplies.
- Assisting the DSTM in preparing technical reports to the Drama Committee.
- Maintaining and monitoring the Drama Studio's theatre specific computer systems, including lighting & sound desks, as directed by DSTM.

THE ROLE (CONTINUED)

OTHER DUTIES

- Any other such duties as may be assigned by the DSTM commensurate with the grade and responsibilities of the role.
- Required to work with power/hand tools, and electrical equipment.
- Required to work at height.
- Ability to work evenings and weekends when required, as directed by DSTM.
- Taking responsibility for managing your own work objectives, professional development, belonging and wellbeing.

THE PERSON

EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Educated to degree level with a recognised qualification in practice-based drama or technical theatre (e.g. BA or Diploma); or Level 2 Apprenticeship in Technical Theatre: Lighting or sound; or a Level 2 City & Guilds qualification in a related discipline (e.g. Construction & Building, Design & Craft) or comparable experience in professional or community theatre production (E)
- Demonstrable experience in drama production (E)
- Practical experience of all technical aspects of delivering a stage production to a public audience (E)
- Experience of computerised lighting and sound control systems (E)
- Experience of working in a team (E)
- Familiarity with audio visual editing software (E)
- Experience of undertaking risk assessments and safety checks (E)
- Experience of a flexible working pattern (E)
- Experience of negotiating and prioritising workloads (D)
- Experience of lighting visualisation software (D)

- Theatre workshop skills (D)
- Industry relevant qualifications e.g. ABBT bronze (D)

SKILLS AND KNOWLEDGE

- Good IT skills (Word, Excel, e-mail and databases) (E)
- Good interpersonal skills: e.g. interacting with students on a regular basis, as well as other users of the facility (E)
- Good written and oral communication skills (E)
- Evidence of good customer relations in person/and or by telephone (E)
- Ability to organise and prioritise work in order to meet deadlines (E)
- Knowledge of theatre license conditions (D)
- Knowledge of current H&S requirements in theatres (D)
- Knowledge of radio microphone licensing (D)

PERSONAL ATTRIBUTES

- Self motivated and able to work independently without close supervision (E)
- Ability to use own initiative and resolve problems (E)
- Ability to work effectively in a team

environment both with immediate colleagues and other staff (E)

- Willingness to be flexible in the nature of the support role by undertaking additional duties (E)
- Willingness to undertake further training and learn new IT and other skills (E)
- The ability to take responsibility for managing your own work objectives, professional development, belonging and wellbeing (E)

SPECIAL CIRCUMSTANCES

- Able to attend events involving late/ evening and weekend working (E)
- Be able to work at height (E)
- Full, clean driving licence (D)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available immediately on a full-time basis for a fixed term period until 31 July 2027.

Salary will be £25,249 to £26,093 per annum on Grade 4 on the single salary spine.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Group Personal Pension and there is an annual leave entitlement of 20 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory

pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **20 November 2026**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that interviews will take place on **8 December 2026** and we will inform you of the outcome of your application prior to this date.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



ABOUT THE SCHOOL

The School of Literature, Drama and Creative Writing has an international reputation for the excellence of its teaching and research in literature from medieval to contemporary times, in drama, in literary translation, and in creative writing. Faculty research interests cover the full historical range of literatures in English with real distinction and depth in archival research, the history of the book, the history and development of trans-national literatures, literary translation, and creative-critical practice. Creative Writing colleagues teach, write and research in poetry, fiction, creative non-fiction, scriptwriting, biography, and literary and cultural history.

Drama has a developing research culture with existing strengths in directing, radio drama, and the drama industry. In the REF 2014 we came 10th among UK English departments with 82% of our research rated either 4* (world leading) or 3* (internationally excellent).

English Literature at UEA is renowned for providing a fresh and vibrant experience, constantly engaged with the moment. We are currently revitalising our teaching offer through our efforts to decolonise the curriculum and showing leadership in this area at both university and sector level.

Our recruitment of undergraduates has remained strong and our students come from a wide demographic. There is usually a healthy contingent of students visiting us from North America and Europe.

The School places a special emphasis on taught MA programmes, and they are offered in all the main subject areas of the School: Modern and Contemporary Literature; Creative Writing (Prose, Poetry, Scriptwriting, Crime Fiction and Biography and Creative Non-Fiction); Literary Translation; and Theatre Directing. There are a significant number of externally-funded international bursaries and scholarships, including the International Chair in Creative Writing and Global Voices programme.

Higher degrees by research (PhD and MPhil) are offered in all subjects of the School, and approximately 80 research students are currently working here.

The School hosts the British Centre for Literary Translation, where our expertise includes the translation of fiction and non-fiction from German, Swedish, Spanish, Italian, French and Japanese.



ABOUT THE FACULTY

Our Faculty offers a vibrant and stimulating learning environment for staff and students alike. We play a vital role in the wider university through a distinctive agenda around research and teaching: we explore the very essence of life – the past and present condition of humanity, and its possible and probable futures. Through our cutting-edge interdisciplinary teaching and research, we aim to transform the lives of our students, and this work has a tangible cultural legacy which is internationally significant. The Faculty's global reputation helped make Norwich England's first UNESCO City of Literature and it attracts writers of all kinds from around the globe.

Our Faculty is a place that hones creative excellence – proud UEA graduate and Nobel Laureate Sir Kazuo Ishiguro is testament to that – but is also one that provides our graduates with the skills to prosper across many professions. Our drama and multi-media studios, historical archives and collections, translation centre, the Sainsbury Centre for Visual Art – these are the labs in which discoveries are made and careers launched.

We create opportunities for ground-breaking exploration, working closely with a wide range of colleagues in other Faculties across the world, and with our regional partners. We have specific thematic interests in global perspectives, digital creativity and creative health, gender and identity, creative and cultural industries and heritage, as well as global justice and social responsibility.

The Faculty is led by Pro-Vice-Chancellor Professor Catherine Richardson, who works closely with the Faculty Executive Team sharing responsibility for Research; Innovation and Engagement; Learning and Teaching and Student Experience; Postgraduate Research; Admissions and Internationalisation; and Employability.

Our aim is always to offer a nurturing, transformative experience to our students, developing their creative and critical skills so that they excel academically and thrive personally. Together, we make our mark on a fast-changing world.

Information about the Faculty can be found here:
<https://www.uea.ac.uk/about/faculties-and-schools/faculty-of-arts-and-humanities>

We are committed to fostering an academic culture of dignity and respect. We are committed to ensuring that academic staff are supported at all stages of their careers with support for Early Career Researchers a particular priority. In research, we achieved outstanding results in REF2021, our collective performance being the 5th strongest among Arts and Humanities Faculties submitted to Panel D.

You can discover more about our Faculty research here: <https://www.uea.ac.uk/about/faculties-and-schools/faculty-of-arts-and-humanities/research>





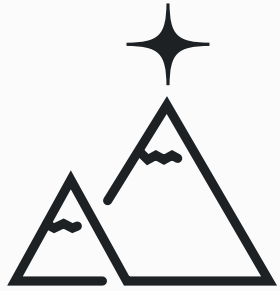
OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

Leadership Framework

Leading Self (Take action)

Role model the values
Act with integrity
Own your actions

The leadership practice of leading yourself means role modelling the UEA values, acting with integrity in everything you do and taking responsibility for your actions.

Leading Self involves being accountable for your professional development; that may include development that supports you with performance in your current role or looks at developing skills that prepare you for future opportunities.

Leadership approach – Values Based



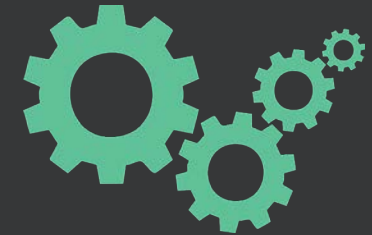
Leading Others (Inspire the team)

Engage the team
Empower, coach and develop
Create a feedback culture

The leadership practice of leading others means, inspiring, engaging and motivating other individuals (or a team) to work cohesively and to perform well.

Leading Others involves being accountable for the direction, development, encouragement, support and performance of other people. This may mean you are responsible for leading others through developmental and/or transitional change.

Leadership approach – Developmental



Leading The University (Imagine future success)

Drive strategic development
Be bold
Review and evaluate progress

The leadership practice of leading the university means imagining sustainable future successes for the university and translating that vision into strategic objectives and goals that teams can work collaboratively on delivering.

Leading The University involves being accountable for the strategic direction and development. It requires a clear vision, direction and bold decision making. You may be responsible for leading the University through systemic or transformative change which will involve robust review and evaluation processes.

Leadership approach – Adaptive



ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Sir Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Sir Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

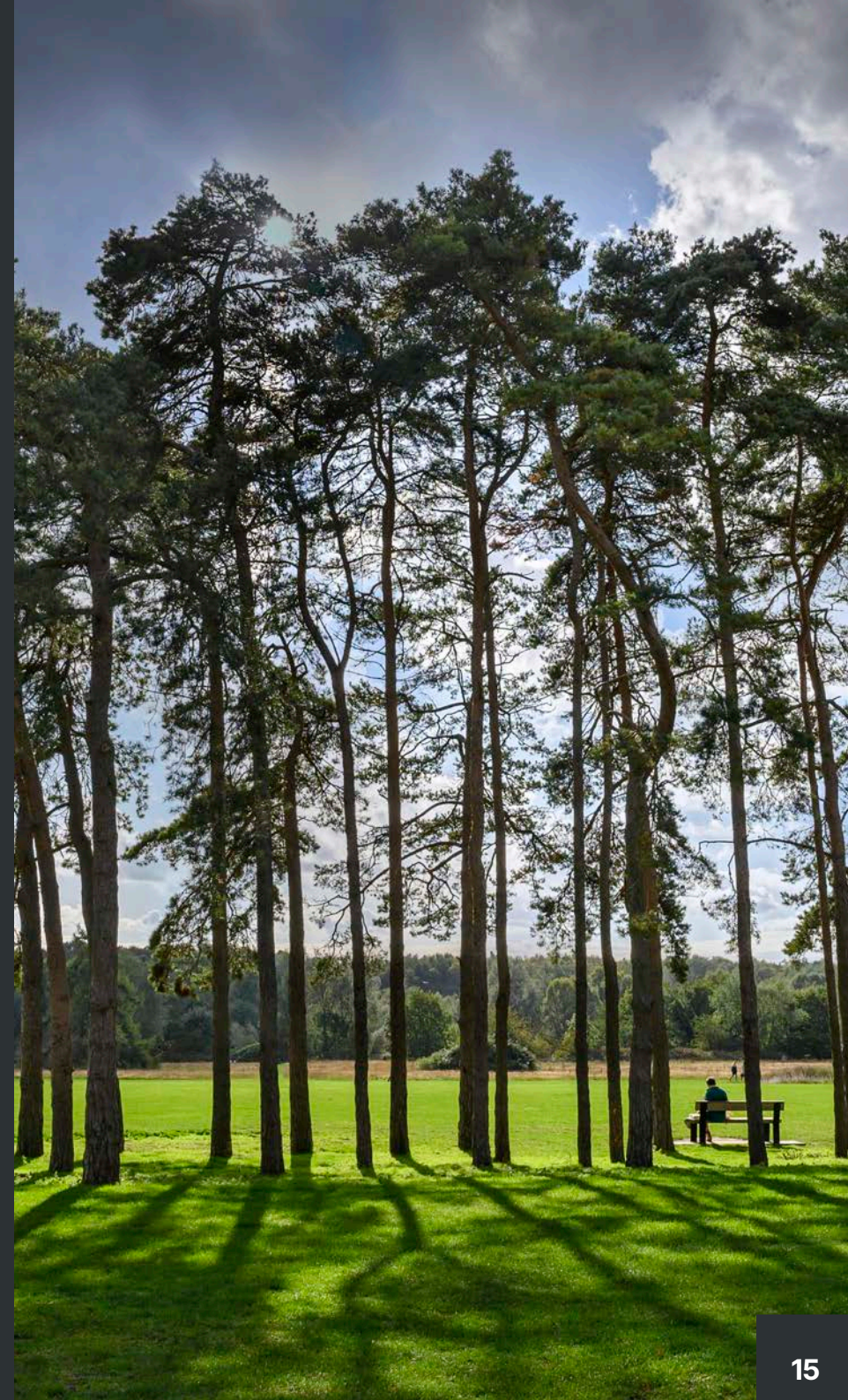
At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on X [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office) and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930s parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked 26th in the UK (Complete University Guide 2026) and is in the UK Top 25 for research quality (Times Higher Education Rankings 2026) reflecting the international excellence of its research environment. We are in the World Top 60 (QS World Rankings for Sustainability 2025) and the World Top 9th for reduced inequalities (Times Higher Education Impact Rankings 2026). The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we hold an Athena SWAN Silver Institutional Award (since 2019) in recognition of our advancement towards gender equality for all. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

