

Deputy Technical and Buildings Manager Job Pack

The Bush Theatre is looking for a creative, experienced, and enthusiastic **Deputy Technical and Buildings Manager** to work with the Technical department to realise the creative ambition of our productions, and are particularly interested in a candidate with a bias towards sound.

The successful candidate will play a key role within the technical department, responsible for smooth and efficient day to day running of the technical aspects of the theatre including managing freelance staff and equipment, with a focus on sound where required, and being a main point of contact for our creatives in achieving their artistic vision.

We are open to this being a part-time or fixed term role and to considering other flexible arrangements, including taking requests for off-site creative work that require a secondment or sabbatical, or finding opportunities for in-house creative work where possible such as sound designing for an in-house project.

How to Apply

We want you to have the opportunity to really tell us about yourself and explain why this position is right for you in whatever way feels most appropriate. Send one of the following, alongside a basic CV:

- A personal statement (500 words max)
- Presentation - Keynote or PowerPoint
- Short video or sound file (5 minutes max)

All applications will be judged on content not on format. We have suggested some options above, but if you would like to suggest an alternative let us know.

All applications should address the following questions:

- Tell us about your experience, skills and knowledge that mean you meet the person specification outlined in the Job Description; include demonstrative examples and achievements
- Tell us why this position interests you
- Tell us what you would bring to this role and the Bush Theatre

1. Read the Job Description and Person Specification.

2. Apply through our [recruitment portal Breathe HR](#). Include a CV.

You can upload video or sound files using the We Transfer service <https://wetransfer.com/>. When using this service, please include the We Transfer link in your Breathe HR attachments by including the link in your CV or submitting it on a separate document.

3. Complete our [Equal Opportunities Monitoring form](#). This helps us to better understand if our recruitment practices are accessible and equitable to all.

If you have any need for this information in a different format please contact our People and Culture Manager, Dorothy Ekema-Walla by email jobs@bushtheatre.co.uk or phone 0208743 3584.

Deadline for applications: 23:59 Sunday 14 June 2026

First Interview date: Thursday 18 June 2026

Second Interview date: Monday 22 June 2026

Interviews will take place **in person** at the Bush Theatre, 7 Uxbridge Road, London, W12 8LJ. The nearest tube stations are Shepherd's Bush Market on the Hammersmith and City Line and Shepherd's Bush on the Central Line

If you are excited about this role and the work we do we want to hear from you even if you don't meet every criteria of the job specification. We are particularly keen to receive applications from underrepresented and marginalised groups such as people of North African, Sub-Saharan African, West Asian, East Asian, Southeast Asian, South Asian, Pacific Islander and Indigenous backgrounds, Migrants, LGBTQIA+ people and those who are disabled or neurodiverse.

Minimum Criteria Guaranteed Interview Scheme

As part of our Minimum Criteria Guaranteed Interview scheme, we will offer an interview to disabled candidates who meet the essential criteria for the role. If you consider yourself to have a disability or long-term condition and would like to apply through this interview scheme, please let us know by stating 'I would like to apply through the Minimum Criteria Guaranteed Interview scheme' anywhere in your application.

Offer condition

All offers will be subject to a minimum of two satisfactory references, proof of identity, right to work in the UK.

Data Policy

Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal

opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us.

Background

Opened in 1972, the Bush Theatre is internationally renowned as ‘the place to go for ground-breaking work as diverse as its audiences’ (Evening Standard).

A champion of playwrights and operating in one of the most culturally diverse areas of London, the Bush Theatre is committed to its local community and the wider artistic community. Braiding these two strands of work together, the Bush produces an engaging and challenging programme that reflects the world we live in.

Recent successes include multi-award-winning productions Red Pitch by Tyrell Williams and Shifters by Benedict Lombe which both transferred to the West End and Invisible by Nikhil Parmar which transferred to Off-Broadway. Richard Gadd’s Baby Reindeer, Igor Memic’s Old Bridge, Waleed Akhtar’s The P Word, and Sleepova by Matilda Feyişayo Ibini won the Olivier Award for ‘Outstanding Achievement in an Affiliate Theatre’ in 2021, 2022, 2023 and 2024 respectively. Not Your Superwoman by Emma Dennis Edwards staged in 2025, included the highly celebrated cast, Golda Rosheuvel and Letitia Wright.

The Bush Theatre’s talent development programmes discover and develop the very best of the UK’s leading artists. The Bush team believes the theatre has a responsibility to programme and generate opportunities for new and established makers and, with long-term residencies, add to the sustainability of their careers.

The Bush continues to create a space where all communities can be part of its future and call the theatre home.

[Meet the Bush team](#)

Deputy Technical and Buildings Manager Job Description

Responsible to: Head of Technical and Buildings

Working alongside: Producing team, General Manager and Freelance Creatives, Producers and Visiting Companies

Purpose of role:

- To work closely with the Head of Technical and Buildings to be responsible for the smooth and efficient day to day running of the technical aspects of the Bush Theatre's productions, events and related projects, with a focus on sound where required
- Deputising for the Head of Technical and Buildings as required
- To be the main point of contact for creatives (in particular set, lighting and sound designers) in achieving their artistic vision to the highest standard, within agreed timescales and budgets
- To be responsible for maintaining all technical equipment as well as keeping up to date with advances in technical equipment that may be used in productions
- To manage the casual technician pool and support the Head of Technical and Buildings with recruitment and training
- To act as duty technician for a minimum of two days a week across performances as scheduled

Main Duties and Responsibilities:

Productions and Events

- To work as part of The Bush Theatre's production team with the Head of Technical and Buildings and freelance staff on all activities
- To be a Duty Technician during performances for at least two days per week. Powering up equipment for the show, liaising with the Front of House team, troubleshooting and powering down at the end of the evening
- To support the artistic policy of the Bush Theatre and assist the Head of Technical and Buildings as required
- To liaise with and support freelance lighting and sound designers in particular during tech and preview weeks, and be a main point of contact for all creatives across shows
- To liaise with visiting companies to the Bush Theatre, advising on and supporting their visit to the Bush and being a lead point of contact for them alongside the Senior Producer, Hires and Events Producer and Producing Assistant as suitable
- To develop a comprehensive understanding of our flexible seating systems, working closely with all stakeholders as required to ensure that designs meet the needs of the production as well as agreed capacity and design parameters particularly in the absence of the Head of Department

- To manage turnarounds and technical teams as required with support from the Head of Technical and Buildings
- Support the Head of Technical and Buildings to work with Production Managers to ensure that all shows are designed in accordance with the ABTT Technical Standards for Places of Entertainment and to get risk assessments from them for shows in a timely manner, deputising for the Head of Department as required
- Alongside the Head of Technical and Buildings, ensure all PPL PRS information, completing annual returns and making interpolated music applications as required
- Apply for smoking and other production-specific licences from the local council - as required and instructed by the Head of Technical and Buildings
- To lead, with the Head of Technical and Buildings, on technical aspects of fit-ups and production week, including rigging, focusing, and plotting lights and sound as necessary
- To act as Production Sound Engineer on shows as required;
- In consultation with the Head of Technical and Buildings and Senior Producer;
 - a) To operate shows as required;
 - b) To facilitate the technical set up for performances designated as captioned or audio-described performances;
 - c) To keep timesheets and track hours as required by the Head of Technical and Buildings.
- To act as production manager on specific, smaller projects as agreed with the Head of Technical and Buildings and Senior Producer and where required
- To work closely with other departments to ensure the building and all events operate smoothly and efficiently
- To assist the Head of Technical and Buildings in looking after the building, keeping Front of House areas presentable and office PAT testing

Building and Equipment Maintenance

- To ensure that the theatre's technical, lighting, sound, video and domestic equipment is properly maintained by planning a rolling programme of work throughout the year, informing the Head of Technical and Buildings of any maintenance requirements or technical problems
- Controlling stock, advising on replacement or additional equipment, and ensuring service records and manuals are retained and updated in conjunction with the Head of Technical and Buildings
- To be responsible for maintaining the theatre, workshop, electrical store, storage facilities and backstage areas at all times
- To ensure that all theatre areas are in a presentable and safe state, fire exits are clear, and any damaged equipment is reported and fixed
- To undertake any general repairs and redecoration (including doors, hardware, fixtures, and basic plumbing), as instructed by the Head of Technical and Buildings and General Manager

- To support the Head of Technical and Buildings in the organisation and fulfillment of all statutory electrical inspections including PAT testing of all company equipment, and reporting on any works needing to be carried out
- To maintain and develop good relations with local and national suppliers, seeking out competitive deals for hires and equipment and ensuring prompt returns at the end of each production
- To assist the Head of Technical and Buildings and General Manager in implementing all environmentally sustainable initiatives
- To act as a keyholder and duty manager as required to ensure the smooth running of the building and take on appropriate responsibilities for the Health and Safety of staff working.

Health and Safety

- To abide by and promote the theatre's Health and Safety policy in conjunction with current Health and Safety legislation, and ensure that all members of the acting company, freelancers, contractors and freelance stage management personnel are trained in and comply with emergency and safety procedures
- To set a good Health and Safety example to all permanent Bush staff, casual/freelancers, volunteers and public
- To ensure that the Bush Safeguarding policy and reporting process is adhered to by all permanent staff, casual/freelance staff, volunteers and public;
- To ensure that all technical staff are familiar with the theatre's fire evacuation procedures, and act as fire marshall as required
- To work closely with the General Manager and Head of Technical and Buildings to develop and implement risk assessments and ensure that all fit-ups are run in accordance with CDM Regulations 2015
- To give Health and Safety inductions to all visiting companies, freelance staff and contractors in conjunction with the Head of Technical and Buildings
- Be a first aider on behalf of the Bush Theatre

Management

- To work with the Head of Technical and Buildings to manage the casual pool including across turnarounds, fit-ups and get-ins as scheduled and to take responsibility for these events on shows as required
- To continue to train the casual pool and ensure they are up to date on latest practices and building equipment
- Where suitable, to recruit and train up new casual technicians to build the casual pool and to coordinate this with the Head of Technical and Buildings accordingly
- To work alongside the Venue Technician on shows and events, and support their training and development
- To act as Duty Technician on productions, events and projects as required

General

- Attend read-throughs, sharings, Preview, Press and Supporters Nights and other Bush Theatre events as required
- Attend regular company meetings and operations meetings
- Actively develop and implement green policies and practices for the department
- Adhere to, and actively contribute to, Bush Theatre policies, including Equalities (diversity, access, and equal opportunities), Environmental and Health and Safety
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Bush Theatre
- To act always in the best interest of the Bush Theatre
- Any other duties as reasonably required

Person Specification

Essential

- Significant experience as a Venue/Sound Technician in an arts or education venue
- Experience leading a small team on a fit-up or similar
- Good knowledge of sound systems and experience of programming Qlab and Yamaha sound desks, and training or experience of Dante/digital sound desk
- Broad general technical knowledge
- Knowledge and practical experience of Health and Safety
- Knowledge of and experience of working at height practices
- Excellent team worker with strong organisational and time management skills and the ability to work under pressure and to deadlines
- Ability to exercise initiative, take personal responsibility and resolve issues independently with a focused attitude to work
- Excellent verbal and interpersonal communication skills
- Good level of IT literacy (Google Workspace)
- An affinity for the mission and vision of the Bush theatre
- An interest in the theatre and an enthusiasm for working in a socially engaged and culturally diverse environment
- Flexibility in relation to duties and working hours, which will include evenings and weekends.

Desirable

- City and Guilds electrical qualification
- A valid first aid at work certificate
- A full driving licence
- Experience with Lighting and Video equipment
- Experience in carpentry, scenic construction, metalwork and welding
- Experience in using power and workshop tools.

Terms and conditions:

These terms are flexible and we are open to this being a part-time or fixed term role.

Hours: 35 hours per week, excluding an hour break across at least five days to include regular evening and weekend shifts (including a minimum of 2 evening duty technician shifts per week). Some weeks may require additional hours agreed with the Head of Technical and Buildings for which TOIL will be given.

Salary: £31,500 pro rata per annum

Holidays: 30 days per annum inclusive of Bank Holidays
Rising to 31 days after two years' service
Rising to 32 days after four years' service

Probation: 1 month during probationary period, 3 months thereafter

Contract type: Permanent

Other Benefits:

- Interest-free season ticket loan (after probation) for employees.
- Cycle to work scheme for employees.
- Complimentary tickets to all Bush productions subject to availability.
- Enhanced holiday and additional holiday for length of service.
- Birthday holiday.
- Enhanced Maternity, Adoption and Shared Parental Leave policies.
- 20% discount on food and drink at the Library Cafe Bar.
- Access to a confidential counselling service.