

TRINITY LABAN

Assistant Production Technician

Full Time, Fixed Term (3 Years)

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TRINITY LABAN

Assistant Production Technician

Contract: Full time (35 hours/week), Fixed term (3 years)

Salary: Grade 4 £28,534- £30,412 p.a. (Including LWA)

Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

Trinity Laban Conservatoire of Music and Dance is seeking an enthusiastic Assistant Production Technician to join its Production team.

This is an exciting opportunity for an early-career production professional to contribute to a diverse programme of contemporary dance, musical theatre, music, learning and participation activity, institutional events and commercial hires across Trinity Laban's venues and teaching spaces.

Working as part of a newly integrated service bringing together Production, Creative Technology Services and Musical Theatre Production Management, you will support the delivery of performances, rehearsals, classes, assessments, and other events across multiple sites including the Laban Building, Laurie Grove, King Charles Court, and Blackheath Halls.

The successful candidate will have practical experience of supporting live performance or events and be eager to further develop their technical and production skills across a broad range of performance disciplines.

Trinity Laban welcomes applications from people of all backgrounds and experiences. We are particularly keen to encourage interest from people with disabilities, LGBTQIA+, Black, Asian, and other global majority backgrounds who are currently under-represented at Trinity Laban. In recognising the positive value of diversity, we want to better reflect and understand the communities we exist to serve.

Trinity Laban is committed to upholding the principles of freedom of speech and academic freedom within the law. We value open, respectful debate and encourage the exchange of diverse ideas and perspectives. All employees are expected to contribute to an inclusive environment where differing views can be expressed and discussed constructively, in line with our organisational values and legal obligations.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

Closing Date: 23:59 hours BST, 12 October 2026 (No Agencies)

Interview Date: Thursday 22 October

For any queries about this position that are not covered in the job pack, please email Katerina Filosofofopoulou, Talent Resourcing and Organisational Development Officer on: staffrecruitment@trinitylaban.ac.uk

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All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

Job Description

Post:	Assistant Production Technician
Department:	Production & Creative Technologies
Reporting to:	Technical Manager
Grade:	Grade 4
Contract:	Full-Time, Fixed term (3 years)

PURPOSE OF ROLE:

- Provide high-quality technical and production support for performances, rehearsals, classes, assessments, institutional events and commercial hire activity across Trinity Laban.
- Support the delivery of contemporary dance, musical theatre, music and interdisciplinary performance activity across multiple Conservatoire sites.
- Deliver and operate lighting, sound, video, stage and show-control systems appropriate to a wide range of performance and educational environments.
- Support the effective delivery of productions through technical operation, backstage coordination and stage management support as required.
- Act as an experienced all-round Production Technician and undertake Duty Technician responsibilities as required.
- Work closely with colleagues in Production, Creative Technology Services and Musical Theatre Production Management to provide a responsive and integrated support service.
- Build effective working relationships with students, academic staff, visiting artists, external companies and audiences.
- Contribute to the maintenance, development and continuous improvement of production facilities, technical equipment and working practices.
- Promote a safe, inclusive and professional working environment aligned with Trinity Laban's values.

Main duties

Performance and Event Support

- Assist with the delivery of technical support for performances, rehearsals, assessments, classes, conferences, open days, public events and commercial hires.
- Assist in setting up, operating and striking lighting, sound, video and stage equipment.
- Support the operation of QLab and other show-control systems.
- Assist with technical rehearsals, performances and event delivery across Trinity Laban sites.

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- Provide technical support to students, staff, visiting artists and external users.

Production & Stage Operations

- Assist with backstage operations, rehearsal support and stage management activities as required.
- Provide practical support during rehearsals and performances, including backstage coordination, scene changes and performance support activities.
- Assist with venue changeovers, get-ins, technical rehearsals, performances and get-outs.
- Support student production teams and stage managers in the delivery of productions and events.

Technical Operations

- Assist with the maintenance, testing and storage of production equipment.
- Maintain production spaces, stores, and technical areas in a safe and organised condition.

General

- Work collaboratively with colleagues across Production, Creative Technology Services and Musical Theatre Production Management.
- Contribute to a welcoming and supportive environment for students, staff, visiting artists and audiences.
- Work flexibly across Trinity Laban sites including the Laban Building, King Charles Court, Laurie Grove and Blackheath Halls.
- Undertake evening and weekend working as required by production schedules.

ADDITIONAL RESPONSIBILITIES:

Health & safety

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

Equality, diversity and inclusion

Trinity Laban is committed to providing an inclusive working and learning environment that is fair, respectful and accessible to all. In carrying out the duties of this role, the postholder is expected to:

- contribute to a working environment in which individuals are treated with dignity and respect;
- carry out responsibilities in accordance with our obligations under the Equality Act 2010, including the Public Sector Equality Duty;
- support equality of opportunity through professional and lawful conduct relevant to the requirements of the role;
- uphold our commitment to freedom of speech and academic freedom within the law.

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Higher education (Freedom of Speech) act 2023

Trinity Laban is committed to securing freedom of speech and academic freedom within the law as outlined in the Freedom of speech code of practice. We actively promote the open exchange of ideas, recognising that free speech is strengthened, not weakened, by vigorous discussion of opposing perspectives in a civil, respectful, and peaceful manner. All members of our community should feel empowered to consider and discuss contentious issues, assured that they will be treated with dignity and respect.

The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas travel from time to time*

Offers of Employment

- *All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.*
- *If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.*
- *Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants are eligible for sponsorship under the Skilled Worker route.*

Referees:

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

Conservatoire Values:

All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

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Assistant Production Technician Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	Relevant qualification in technical theatre, production arts, stage management, live events or equivalent practical experience	Essential	Application
Experience	Experience supporting live performances, productions or events	Essential	Application Interview
	Experience of delivering technical support using lighting, sound, video, including rigging.	Essential	Application Interview
	Experience supporting backstage, stage management or production activities	Desirable	Application Interview
	Experience supporting contemporary dance, musical theatre or other performing arts activity	Desirable	Application Interview
Knowledge / Understanding	Understanding of production, technical theatre or live performance practices	Essential	Application Interview
	Understanding of safe working practices within a technical production environment	Essential	Interview
Skills and Abilities	Good communication and interpersonal skills, with the ability to work effectively with students, staff and visiting artists	Essential	Application Interview
	Ability to work effectively as part of a team and contribute to the successful delivery of productions and events	Essential	Application Interview
	Ability to organise and prioritise work, learn new skills and respond positively to changing demands	Essential	Interview
	Experience with QLab or similar show-control software	Desirable	Application Interview
Personal Qualities	Self-motivated, reliable and enthusiastic approach to work	Essential	Application Interview
	Flexible approach to working across a variety of performance activities, locations and schedules	Essential	Interview
Special Working Requirements	Ability and willingness to work evenings and weekends as required	Essential	Application
	Ability and willingness to work across Trinity Laban sites including Laban, King Charles Court, Laurie Grove and Blackheath Halls, plus occasionally other venues	Essential	Application

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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Conditions of Service Summary & Staff Benefits

Contract:	<i>Full Time, Fixed term (for 3 years), subject to a 6-month probationary period.</i>
Hours:	<i>35 hours per week, usually from 9.30 am to 5.30 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.</i>
Location:	<i>You will be based across the Conservatoire at the King Charles Court, Old Royal Naval College, Blackheath Halls (Lee Road, London) and Laban building, Creekside.</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 11 - 15, £28,534- £30,412. p.a., inclusive of a London Weighting Allowance of £4,319 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Holidays:	<i>25 days in addition to Statutory, Bank and Public Holidays</i>
Sick Pay:	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
Pension Scheme:	<i>The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
Eye Care:	<i>Vouchers for eye tests are available for VDU users.</i>

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Health:	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>
Cycle to Work:	<i>A cycle to work scheme is operated</i>
Give as you earn:	<i>A give as you earn scheme is operated.</i>

Information on Trinity Laban

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

*We work in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London and regularly perform at its leading venues. **To find out more, visit www.trinitylaban.ac.uk***