

TECHNICAL STAGE MANAGER

Recruitment Pack





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Welcome from the CEO

Thank you for your interest in joining Buxton Opera House.

Nestled in the stunning spa town of Buxton, between the cultural hubs of Manchester and Sheffield and the breathtaking landscapes of the Peak District, Buxton Opera House is an award-winning charity where creativity and community thrive.

We're proud custodians of two historic venues: the iconic Buxton Opera House, a Frank Matcham masterpiece built in 1903, and the Pavilion Arts Centre, a versatile performance space that's been home to live theatre and film since 1889. Together, these beloved venues form the beating heart of Buxton's vibrant arts scene.

As a charity and an Arts Council England National Portfolio Organisation, we're driven by creativity. More than a place for exceptional entertainment, we're a hub of artistic energy, where talent is nurtured, ideas flourish, and everyone is invited to be part of something meaningful and lasting. This spirit is reflected in everything we do, from our diverse programming to the inspiring work of Buxton Opera House Creates, our community engagement programme for all ages.

Buxton Opera House is also a fantastic place to work. We offer a flexible, supportive environment where experience, skills, and qualifications are all valued. We're committed to building a diverse and inclusive workforce. In 2024, we were honoured to receive the UK Theatre Workforce Award for our dedication to professional development and supporting the future of the industry. We're incredibly proud of this recognition and remain committed to ensuring every member of our team, staff and freelancers alike, can thrive in a happy, healthy workplace.

We hope you'll consider becoming part of our story.

Warm regards,
Paul Kerryson



A photograph of two people, a man and a woman, wearing bright yellow jackets. They are seen from the back, looking towards a stage in a theatre. The man is pointing his right index finger towards the stage. The background shows rows of dark blue theatre seats.

About us

Creativity Lives Here

Proudly operated by High Peak Theatre Trust, Buxton Opera House is an award-winning arts charity. More than our magnificent heritage buildings, we are the vibrant cultural heartbeat in the High Peak.

At Buxton Opera House, we stand for **entertainment, community** and **heritage**.

Presenting over 450 shows annually, and as home to the Buxton International Festival and the International Gilbert and Sullivan Festival, we bring world-class live entertainment to our communities. We produce and co-produce original work, from bold new writing to beloved classics, staged in Buxton and beyond. But we're more than what happens on stage. We're a creative hub for artists, educators, volunteers and makers. Through our Buxton Opera House Creates programme, we spark creativity and support lifelong learning, helping people of all ages discover new skills, passions and confidence.

We run seven separate community groups for young people throughout the year, spanning drama, technical theatre training, dance opportunities and a work experience programme. We also host a regular reading group for adults, a singing club for people affected by cancer, a successful volunteer programme and a summer outdoor festival for all ages. We offer schools' tours and in-school support through professional training and workshops.

Each year local residents have the opportunity to perform in our annual community production, a large-scale spring musical supported by a professional director, orchestra and technical team. We are committed to the highest artistic standards and to connecting our communities through creativity, providing opportunities for everyone to express and build on individual talents.

We believe in making space for everyone: To create, to learn, to connect, and to grow.

You can find out more about who we are on our [website](#), discover more about our [community work](#) and read the latest [news](#) from Buxton Opera House.





Our strategy

Buxton Opera House is entering an exciting new chapter. Achieving National Portfolio Organisation (NPO) status in 2023 marked a significant milestone, recognising our potential to play a broader role in the creative life of Buxton, the High Peak and beyond.

As we deliver a refreshed business plan, we've rebranded, reimagining how we present ourselves to the world. Our live programme will continue to evolve across both venues, maintaining world class standards and retaining audience appeal whilst establishing ourselves as a trusted producing partner in the industry. At the same time, our community engagement will grow through Buxton Opera House Creates, expanding opportunities and deepening our local impact.

Our Vision

Buxton Opera House is the engine of a bold and flourishing artistic community. A place where talent is ignited and where internationally renowned theatre experiences create opportunities for all.

Our Mission

To lead a thriving, artistic community that builds inspiring opportunities with and for our audiences, creating nationally renowned theatre experiences that impact locally and beyond the 'Theatre in the Hills'.

Our Values

We stand for **Entertainment, Community** and **Heritage**.



The role

Technical Stage Manager

Department: Learning & Engagement

Reporting to: Head of Production & Head of Creative Learning & Engagement

Organisational relationships:

The postholder will be accountable to both the Head of Creative Learning & Engagement and the Head of Production.

Role summary:

The role of Technical Stage Manager exists to support the Learning & Engagement team technically, ensuring that all L&E projects, productions, and events are delivered successfully and efficiently. The postholder will contribute to a first-class service in all areas of work, particularly in the delivery and operation of technical theatre. The postholder will also work as part of the Technical team on in-house and visiting productions.



Role description



Duties and responsibilities:

- To ensure that L&E staff, young people, schools, and community members receive appropriate technical support throughout their project, event, or production
- To offer creative and informed input to all aspects of the presentation of events, using an up-to-date knowledge and experience of new technologies and techniques to provide solutions to technical problems
- To carry out normal theatre duties (not limited to get-ins, get-outs, building and striking sets, rigging and de-rigging lighting, sound, AV equipment, staging, flying pieces, operating lighting sound, projection, stage flies, props, pyros) in any of the performance spaces or elsewhere as required
- To run the Technical Youth Theatre (including both planning and delivery) for ages 13-19
- To work with other technical professionals to consolidate and deliver a three year Technical Youth Theatre syllabus
- To plan, deliver, and evaluate the technical aspects of Work Experience and Summer School
- To plan and deliver Technical Theatre sessions for schools and the community
- To be a creative technical lead for young company productions
- To production manage and technically support the L&E Christmas children's touring show, including accompanying the show on tour
- To support and work collaboratively with creative teams, visiting companies, and other departments to deliver a positive and efficient production process
- To be aware of, observe, and contribute to all safety policies and procedures in place and any that may arrive with visiting productions
- On occasion be responsible for securing and setting intruder alarms in the Pavilion Arts Centre and Buxton Opera House as required
- To ensure that all sound and lighting equipment operated is fit for purpose, correctly stored, and maintained. To identify, report, and where appropriate, remedy any defects or faults
- To assist in ensuring good housekeeping of all technical areas which should be kept clean and tidy at all times, including safe storage and maintenance of tools, equipment, and materials. Report, and where appropriate, remedy and defects or faults
- To ensure working methods and practices always comply with instructions, procedures, and risk assessments in accordance with Health and Safety legislation and High Peak Theatre Trust's Health and Safety Policy
- To undertake personal development and training in order to achieve and maintain the highest standards of safety, efficiency, and operation
- To provide administration support within the Learning & Engagement department
- Any other duties within the level of responsibility and competence of the post as directed by the Head of Creative Learning & Engagement or other senior staff





Person specification

Essential:

- Two years of industry or university/college experience in theatre or the arts
- Experience with ETC Eos Lighting Consoles
- A good working knowledge of sound, video, and lighting equipment
- Experience of maintaining high standards of technical provision
- Awareness of best practice, including Health & Safety and effective working methods
- Excellent problem solving and decision making
- Interest in and enthusiasm for the arts
- Excellent written and verbal communication skills, including a good standard of spoken and written English
- Good ICT skills
- A desire to train others in technical theatre skills and understanding
- Excellent organisational skills with a high level of attention to detail and ability to manage workloads to meet non-negotiable deadlines (e.g. performance schedules)
- Enthusiasm and calmness - to lead by example
- A team player who is personable, diplomatic, and has the ability to communicate effectively with people at all levels both internally and externally
- Full driving licence. Driving a hired van may be required

Desirable:

- Experience in project/production management and delivery
- Experience of working in produced, co-produced, and touring theatre
- Experience working with Learning and Engagement or Community projects
- Experience of hemp flying
- Teaching/training experience
- Training qualification





Role specification

It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The role will require the postholder to work occasional weekends and evenings as well as some school holidays for the proper performance of their duties. Due to the nature of the work, this post is subject to a fully enhanced DBS check which will be processed by Buxton Opera House. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

Contract	Full time, permanent (average 37.5 hrs per week)
Salary	Up to £27,000 per annum (depending on experience)
Probation period	4 months with one weeks' notice on either side
Pension	Auto enrolment
Holidays	25 days (plus 8 days bank holiday) per annum
Preferred start date	Monday 11 January 2027





Benefits of working with us

At Buxton Opera House, we value our team and offer a range of benefits to support your wellbeing, development, and enjoyment of working in a vibrant cultural environment:

- **Complimentary and discounted tickets** to theatre and live events
- **Staff discounts** at our bars and merchandise counters
- **Generous annual leave** starting at 25 days from your first day of employment
- **Flexible working arrangements** including, where appropriate to the role, opportunities for remote and adaptable hours where possible
- **Ongoing training and development**, from a comprehensive induction to role-specific learning, courses, and skills-building opportunities. We also support personal growth through conferences, external training, and team-building activities
- **Staff social events** throughout the year
- **A chance to make a difference** and be part of a legacy where history, community, and creativity take centre stage





Opera
House



How to apply

We'd love to hear from you! **To apply, please send your CV, along with a covering letter (no more than 2 pages) detailing:**

- Why you're interested in this role and why you want to work at Buxton Opera House
- The key skills and experience you would bring to the position

Email your application to aspencer@boh.org.uk

Deadline for Applications: Sun 18 Oct, 11.59pm

If you would like to find out more about the role before applying, please contact Allie Spencer, Head of Creative Learning & Engagement, on aspencer@boh.org.uk for an informal conversation.

We warmly welcome applications from people of all backgrounds and lived experiences. You may not meet every criterion listed, and that's okay. If you have some relevant experience and a motivation to learn and grow, we encourage you to apply.

Thank you for your interest. We look forward to receiving your application!

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