



Theatre Technical Manager

Recruitment Pack

Job reference: ERN06608

External

Enjoy East Ren is the trading name of East Renfrewshire Culture and Leisure Ltd registered in Scotland (SC486489)

East Renfrewshire Culture and Leisure is a charity registered with the office of the Scottish Charity Regulator (No SC045726) Registered office: 1 Burnfield Avenue, Giffnock East Renfrewshire, G46 7TL

East Renfrewshire Culture and Leisure is an arm's length external organisation (ALEO) of East Renfrewshire Council.



We're all about making our community a happier and healthier place! As a not-for-profit, we reinvest in our services to inspire people to make the most of their lives by creating quality experiences for everyone to enjoy, now and in the future.

We are fitness coaches, swimming teachers, librarians, arts tutors. We welcome our customers to enjoy live theatre, research their family tree and develop a love of reading. We're here to help achieve fitness goals, perfect swimming skills and improve health and well-being.

We run sport, leisure, arts and culture services across East Renfrewshire. We operate libraries, sports centres with gyms and pools, a theatre, sports pitches and community venues. We deliver a wide variety of programmes including swimming lessons, fitness classes, sports coaching, arts classes and library programmes.

Our team is proud to support our community and love making a difference every day. Our customers are important to us and our 400-strong team who deliver inspirational, fun experiences and opportunities for people living in East Renfrewshire.

Everything we do - from a swim or story time to a theatre show or fitness class - is about enjoyment and wellbeing here in East Ren, a place we're proud to serve.

Be part of a team that creates inspirational, enjoyable and quality experiences to improve the day-to-day lives and wellbeing of our community.

We are:

Welcoming: We're fun. We're friendly. We're supportive. We care.

Inspiring: We're passionate about improving the lives of our community.

Excellent: Our customers are at the heart of everything we do. We are committed to providing quality, reliable services to our community.

We are Enjoy East Ren.

www.enjoyeastren.org



Job Title:	Theatre Technical Manager
Job Status:	Full Time
Duration:	Permanent
Number of vacancies:	1
Grade:	10
Hourly rate:	£23.95 - £26.65
Annual salary:	£43,706 - £48,633
Hours per week:	35
Location:	Eastwood Theatre / Community Venues

We have an exciting opportunity to join our Arts and Culture team as Technical Manager as we prepare to open the new Eastwood Theatre in 2027.

This position will lead the technical team in delivering a diverse programme of performances, events and participatory activities at the Theatre and across our community venues. A significant aspect of the role will be supporting the planning and transition to the new venue, helping to ensure its successful opening and ongoing operation.

The successful candidate will have substantial experience managing the technical delivery of performances and events across a range of settings, together with extensive knowledge of health and safety within a live performance environment. You will have a proven track record of collaborative leadership and people management, with the ability to deliver a busy and varied programme while maintaining high standards of service, safety and professionalism.

For more about Enjoy East Ren and joining our team please visit www.enjoyeastren.org/join-our-team

Enjoy East Ren is committed to flexible working to suit both the needs of employees and business needs.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Culture Leisure & Trust does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Employability Support – Work East Ren – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email worker@eastrenfrewshire.gov.uk or visit the website <https://www.workeastren.co.uk/>

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 18 October 2026

Shortlist date: 21 October 2026

Interview date: 3 November 2026

If you would like an informal discussion about the post, please contact Pauline Kane, Arts and Culture Manager, at pauline.kane@enjoyeastren.org.

Recruitment Communication

You will receive an email confirmation once you have submitted your form. All communication will be sent to the email address you provide on your form.

Join our Team

For more information on applying to work with us, please visit

www.enjoyeastren.org/about-us/join-our-team/

Benefits

To see the benefits of working with us please visit

www.enjoyeastren.org/about-us/join-our-team/benefits

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Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be guaranteed an interview.

Care Experienced Children and Young People

If an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in care or are a care leaver up to the age of 29, they will be guaranteed an interview.

Veterans

If an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then they will be guaranteed an interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles, if the applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and are an East Renfrewshire Council resident or school leaver, they will be guaranteed an interview.

Equalities

Enjoy East Ren is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.



JOB DESCRIPTION

Department: Enjoy East Ren

Division/Section: Arts and Culture

Job Title: Technical Manager

Responsible to: Arts and Culture Manager

Grade: 10

Date Revised: August 2026

Principal Functions:

- To lead the technical team and manage the technical and production functions of Eastwood Theatre and community venues on behalf of Enjoy East Ren.
- To ensure the safe, efficient and high-quality delivery of performances, events, exhibitions and participatory activities within Eastwood Theatre, community facilities and external venues.
- To provide professional technical expertise, advice and support to Enjoy East Ren, visiting companies, community organisations and venue users in the planning and delivery of performances and events.
- To contribute to the planning, development and delivery of the new Eastwood Theatre.
- To contribute to the organisation's environmental sustainability objectives by promoting sustainable practices and considering environmental impacts in day-to-day activities.

Main Duties:

Leadership and Management

- Manage and lead theatre technical staff, including casual workers and freelance staff, taking responsibility for recruitment, induction, workforce planning, scheduling, attendance management, performance management and staff development.
- Act as the lead officer for all technical, production and stage operations across Eastwood Theatre and associated venues.

- Develop and deliver training programmes to ensure staff maintain appropriate technical competencies and safe working practices.
- Mentor and support students, trainees and volunteers as required.
- Contribute to service planning and improvement initiatives, supporting the development of Eastwood Theatre and the wider Arts and Culture service.

Health and Safety

- Act as the designated health and safety lead for Eastwood Theatre technical operations, ensuring compliance with relevant legislation, statutory inspection and testing requirements, industry standards and Enjoy East Ren policies and procedures.
- Develop, implement and monitor safe systems of work, risk assessments and operational procedures for technical and production activities.
- Ensure all incidents, accidents and near-misses are appropriately recorded, investigated and reported.
- Ensure all theatre users, visiting companies, contractors and community groups are fully briefed on venue safety requirements, emergency procedures, child protection and conditions of use.
- Promote a positive health and safety culture across all technical operations.

Technical and Production Management

- Plan, coordinate and deliver all technical aspects of performances, concerts, exhibitions, screenings and events to the highest possible standard.
- Act as Stage Manager or Production Manager when required, overseeing the safe and effective delivery of productions throughout get-in, fit-up, performance and get-out periods.
- Liaise with visiting companies, touring productions, amateur organisations and venue hirers to establish technical requirements and ensure delivery in accordance with agreed service standards and contracts.
- Maintain awareness of developments in technical theatre, production practice and relevant legislation, advising colleagues and stakeholders accordingly.

Facilities and Asset Management

- Ensure all technical facilities, infrastructure and equipment are maintained in a safe, secure and operational condition.
- Maintain accurate records and inventories of technical equipment and oversee replacement, repair and asset development programmes.
- Liaise with venue management and property services regarding building maintenance and technical infrastructure requirements.

Financial and Project Management

- Monitor and manage technical and production budgets, ensuring effective financial control and achievement of best value.
- Contribute to business planning, service development and project implementation across the Arts and Culture service.

Partnership Working and Customer Service

- Develop effective working relationships with colleagues, partners, contractors, artists, community organisations and venue users.
- Ensure a high standard of customer service and professionalism is maintained across all technical and production activities.
- Represent Enjoy East Ren positively and professionally at all times.

General

- Undertake such other duties as may reasonably be required, consistent with the nature and grading of the post.
- Work flexibly, including evenings and weekends, in line with the operational requirements of the service.



PERSON SPECIFICATION

POST OF: Technical Manager GRADE: 10	SERVICE: Enjoy East Ren DEPARTMENT: Arts & Culture		
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS • Degree, HND or equivalent qualification in Technical Theatre, Production Management or a related discipline, or equivalent professional experience. • Evidence of continuing professional development relevant to the role. • Health and Safety qualification (e.g. IOSH Managing Safely, NEBOSH or equivalent).	✓	✓ ✓	Application Application Application
RELEVANT WORK/ OTHER EXPERIENCE • A minimum of three years' experience of leading a team and managing technical theatre operations or production delivery. • Experience of managing health and safety procedures within a theatre or cultural venue environment. • Expertise in developing and implementing technical theatre processes and ensuring compliance with legal obligations and statutory requirements. • Experience of planning and delivering productions, performances and events.	✓ ✓ ✓ ✓		Application and interview

• Experience of working collaboratively with internal and external stakeholders. • Experience of managing technical resources, equipment and operational budgets. • Experience of working with community organisations and amateur performing arts groups. • Experience of embedding environmental sustainability principles in theatre operations and event delivery.	✓		
SKILLS AND ABILITIES • Excellent organisational, planning and administrative skills. • Ability to lead and motivate teams to achieve high performance standards. • Ability to manage competing priorities and meet deadlines in a fast-paced environment. • Strong IT skills, including report writing and record management. • Advanced knowledge of rigging and flying systems.	✓		Application and interview
Personal Qualities • Strong commitment to equity, diversity and inclusion in the arts. • Calm, professional and methodical under pressure. • Flexible and adaptable approach to work.	✓		Application and interview

• Commitment to delivering high-quality customer experiences.	✓		
ADDITIONAL JOB REQUIREMENTS			
• Understanding of the cultural and creative sector in Scotland.	✓		Application and interview
• Demonstrable enthusiasm for live performance and arts participation.	✓		
• Ability to work evenings, weekends and public holidays as required.	✓		
• Ability to travel between Enjoy East Ren venues.	✓		
• Full UK driving licence		✓	Application