

THE
BELGRADE
THEATRE
COVENTRY



Technical Manager

CANDIDATE
PACK

HELLO

+ WELCOME!



Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

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Our mission and values



NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

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Job description



Post: Technical Manager
Band & Salary: Key Manager: £39,000 – £42,600
Department: Production
Contract: Permanent
Hours: Full-time
Reporting to: Director of Production & Operations
Responsible For: Deputy Technical Manager, Senior Technician, Full-time Technicians and Technical Department Casuals
Starting date: As soon as possible
Closing Date: Mon 8 Sep 2025
Location: Belgrade Theatre, Coventry

Step Into the Spotlight as Our New Technical Manager!

The Belgrade Theatre Coventry is on the lookout for a dynamic, hands-on Technical Manager to join our buzzing Production Department. This is your chance to take centre stage behind the scenes—bringing bold ideas, technical expertise, and creative problem-solving to everything we do.

From jaw-dropping homegrown productions to spectacular touring shows, you'll be at the heart of the action—elevating our technical standards and delivering unforgettable experiences for our audiences. One day you might be fine-tuning the details of a professional production, the next you could be supporting community projects, masterminding event setups, or ensuring our equipment is in top shape.

We're looking for someone with drive, skill, and a passion for theatre magic—someone who can blend professionalism with creativity and keep customer satisfaction centre stage.

If you're ready to lead, innovate, and thrive in a fast-paced, creative environment, the spotlight is waiting—join us!

You will act as Deputy for the Director of Production & Operations within the theatre and directly head-up the theatre's technical department, as well as line-managing the technical team. Staff scheduling and administration will be an integral aspect of this role therefore good IT skills and communication skills are essential.

You will have experience in stage, lighting, sound and audio-visual equipment, set elements, get-ins/fit-ups and get-outs. You will also have a solid understanding of H&S legislation, be highly organised, a good communicator, effective at multi-tasking and have an eye for detail. Reliability and flexibility in approach will be complemented by great team working skills.

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Job description (cont)



Please bear in mind that this role is not purely a 9am to 6pm Monday to Friday role. Evenings, weekends and long hours may be required at busy times to facilitate all shows and events.

You will provide first class leadership to the Technical Department within the Belgrade Theatre, as well as providing support to directors and creative teams. This post will be hands on and administrative across all technical disciplines. The post may involve providing some performance cover from time to time and to assist when needed on fit ups/get-outs as and when required. Support is for all Belgrade Theatre productions and associated events, including conferencing and all visiting work to the Belgrade Theatre. Regard must be given to maintaining consistently high production values within the Belgrade Theatre, and offsite and on tour if required.

WHAT YOU WILL DO

Key Objectives

- The administration & management of the technical department and associated staff, including staff calls and holiday/TOIL management.
- The administration & management of agreed budgets.
- Liaise with visiting companies to establish their staff/stage/scenic/lighting/sound and video requirements.
- Collate and distribute technical information for event weeks, Sunday concerts and all visiting productions.

Staff management

- Work with the Director of Production & Operations in the recruitment, appraisal and ongoing training of departmental staff.
- Responsibility of the provisions to secure a safe and healthy departmental working environment.
- Actively promote awareness of and compliance to the company Health & Safety, COSHH and Equal Opportunities Policies, fire and safety procedures for all technical staff whether permanently, seasonally or casually employed and to all users of the stage areas.
- To provide line management to Deputy Technicians.

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Job description (cont)



Operational

- Attendance at meetings/rehearsals as required.
- When required aiding the realisation of designs
- Discuss the feasibility of production designs with the Director of Production & Operations & members of the Creative Team, and advising on safe & suitable techniques to realise those designs
- Costing and controlling the work of the department in terms of both time and materials; ordering tools and materials.
- Liaise with outside contractors and companies in connection with their provision of stage/scenic/lighting/sound and video elements and/or related items.
- Carry out research and development where appropriate.
- Assist with the running of technical rehearsals with the Company Stage Manager.
- Aid in the delivery of performances by (but not limited to)
- Ensure in conjunction with the Director of Production & Operations and Head of Construction, the safe and efficient fitting-up and getting-out of all Belgrade Theatre and visiting company productions.
- Ensure the operation, movement and maintenance of all staging equipment (stage lifts etc) located throughout both stages; of the stage/scenic/lighting/sound and video elements, and/or related items; of the show in performance.
- Read and interpret ground plans elevations and working drawings.
- Work closely with the Head of Construction in the provision of scenery and being involved with the technical aspects of that process.
- Responsible for the safe and efficient use of flying systems and other mechanical equipment installed in the building whether permanent or temporary.
- Keep work and storage areas tidy, accessible and compliant with safety and insurance requirement
- Decide with the Director of Production & Operations what stage/scenic elements, and/or related items are kept in storage, and ensuring that appropriate records are kept.
- Ensure that all departmental and associated equipment/infrastructure is used safely and is properly and regularly maintained. Including leading on PA Testing of all stage electrical equipment
- Assist with the development and implementation of Health and Safety procedures. Carrying out Risk Assessments pertaining to the work of the department as required.
- Drive the theatre van and hired vehicles for deliveries, collections and other purposes.
- Manage and report on the use of resources.

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Job description (cont)



- Devise & maintain suitable systems for the physical (including safe storage) and paperwork control of all materials and tools ordered, and of staff time and expenditure.
- Manage the employment of casual & freelance labour to assist with the work of the department.
- Transfer stage/scenic/lighting/sound and video elements, and/or related items, between the theatre, stores and rehearsal rooms; unloading and storing items delivered to the department.

Financial

- Administration & management of agreed budgets.
- Directly manage Technical Staff and work with these individuals to develop their skills so that they can contribute to the delivery of the Theatre's strategy in a rapidly changing economic climate.
- Oversee the management of full-time and Casual Staff, including ensuring accurate record keeping is maintained. This will also include recruitment and conducting appraisals and disciplinary action where required as per the Theatre's policy.
- Ensure that all staff are paid accurately and on time, and that this remains within agreed budgets.

General

- To undertake any other duties which are consistent with the function of the job including attending staff meetings and training courses.
- To develop an understanding of the Belgrade Theatre brand and act as an ambassador for the Theatre in general.
- To always work within the Theatre's Equal Opportunities Policy, and especially to create and maintain equality of access for local people to appropriate activities for self-expression within an atmosphere of mutual trust and respect.
- To take a responsible approach to health, safety and environmental risks in relation to the job role and to control the risks or report them to management as appropriate

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Job description (cont)



WHAT YOU WILL BRING TO THE ROLE

Essential:

- At least 5 years' experience preferably within the technical/production department of a similar organisation.
- Excellent knowledge and experience of the technical side of performance, with experience of lighting, sound and AV operation, rigging, fault finding and maintenance.
- Strong people management and motivational skills with the ability to coach and develop the individual as well as the team.
- Ability to work on own initiative and as part of a team.
- Excellent interpersonal skills and capable of communicating and building relationships with stakeholders at all levels, internally and outside of the organisation.
- A good understanding of budgetary requirements and financial constraints.
- Accuracy and attention to detail, with the commitment to produce work of the highest standard.
- Computer literate to include the use of Microsoft Office.
- Proficient in the ability to operate counterweight flying system, and/or stage motors and motor control.
- Strong work ethic, with attention to quality and detail.
- IOSH Managing Safety and/or demonstrable health and safety experience.
- The ability to quickly adapt to the demands of a constantly changing environment.
- Willingness to embrace the Belgrade Theatre Brand Values.
- Ability to work evenings or at weekends as required.
- Ability to work at height.
- Must be physically fit (job involves manual handling, working at height).

Desirable:

- Experience in the use and programming of moving lights.
- Experience in the use of digital sound desks.
- Basic understanding and use of CAD software.
- NEBOSH General Certificate or equivalent.
- Basic understanding and use of QLAB software, and venue management systems (Artifax).
- Full, clean Driving Licence.

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Job description (cont)



ADDITIONAL INFORMATION

Working Hours: The working week is 39 hours working 5 days between Monday and Saturday, with a requirement for evening and weekend work on occasions. Working hours to be between 8am to 11pm. The postholder will be expected to fulfil the hours required to do the job but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.

Overtime: This is a management role and does not attract overtime payments however TOIL (time off in lieu) will be agreed if Saturdays are worked as a 6th day, or for any work on a Sunday. UK Theatre/BECTU payments will be made in respect of Get-Outs that may be worked and are not part of weekly hours or accrued TOIL hours.

Pension: auto-enrolment, with Belgrade currently making 3% employer contributions which will rise in line with legal requirements. The Theatre's appointed pension provider is NEST. Further details are available.

Holidays: 28 days a year, including Bank Holidays, rising a day per year, to a maximum 33 days.

- The Belgrade operates a House Agreement based on the UK
- Theatre/BECTU (Broadcasting, Entertainment, Cinematograph and Theatre Union) Agreement and its Staff Handbook outlines the terms on sick pay, maternity leave and pay, paternity leave and pay, grievance and discipline and other relevant staff matters.
- Staff are entitled to tickets for shows at the Belgrade Theatre, subject to conditions and 10% discount at the Theatre's Café Bar and Bars
- The Belgrade is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Due to the job tasks of this post, it will require an Enhanced Disclosure & Barring Service (formally CRB) check
- Due to the nature of this post, the post holder is expected to live within 25 miles of the Theatre. Relocation allowance based on BECTU is payable for those eligible (currently c £1500)
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.

It is our preference that the Technical Manager lives within easy commuting distance of Coventry.

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Job description (cont)



APPLYING

Please apply via our online portal at this link:

<https://hr.breathehr.com/recruitment/vacancies/42579?identifier=belgradetheatretrustcoventrylimited>, which is also available on our website.

On the page you will be prompted to upload your CV as well as a cover letter detailing:

- Why you're interested in working at the Belgrade Theatre?
- What experiences and skills do you have that you feel will illustrate your suitability for the role of Technical Manager



Our commitment to equality



The Belgrade Theatre is proud to be a Disability Confident Employer and is deeply committed to fostering an inclusive, welcoming, and supportive environment for everyone. We actively encourage applications from people of all backgrounds, identities, and experiences—including but not limited to individuals of all races, ethnicities, genders, sexual orientations, ages, faiths or beliefs, disabilities, and neurodiverse conditions.

We believe that a diverse workforce enriches our creative community and strengthens our connection to the audiences we serve. Our commitment to equality, diversity, and inclusion is at the heart of everything we do, and we strive to ensure that all employees and applicants feel valued, respected, and empowered to bring their full selves to work.

If you require any adjustments, accommodations, or assistance at any stage of the recruitment or application process, please do not hesitate to contact us at recruitment@belgrade.co.uk with the subject line '**Application Assistance**'. We will work with you to provide the support you need to make your application journey as accessible and comfortable as possible.

If you are applying through the **Disability Confident Scheme**, please reference that in your cover letter or application, and complete the disability confident survey via this link: [**Disability Confident Survey**](#).

EQUAL OPPORTUNITIES FORM

The Belgrade Theatre is committed to ensuring equal opportunities, aiming to attract and work with staff from a wide diverse pool. The information that you give us on this form will be treated confidentially and stored on our HR database as statistical information only. This will be used to help monitor the diversity of applicants and to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone in any form other than anonymous data.

Please complete our monitoring form via this link: [**Diversity and Equal Opportunities form**](#).

At the Belgrade Theatre, we are dedicated to creating an environment where everyone has equal opportunity to thrive and contribute to telling powerful, diverse stories that reflect our vibrant community.

**BELGRADE
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SHARING



OUR
CITY'S

STORIES

SINCE



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Supported using public funding by
**ARTS COUNCIL
ENGLAND**

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