



# RECRUITMENT PACK

VENUE TECHNICIAN

**AUGUST 2025**



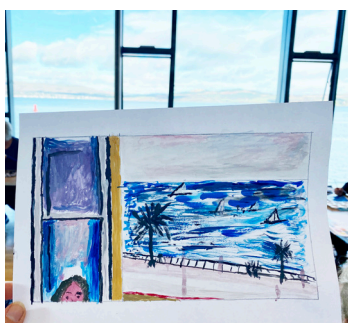
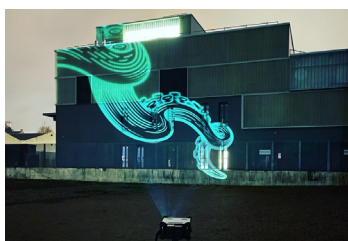


# WHO ARE WE?

**beacon**  
arts centre

**We are the Beacon, a contemporary theatre and arts venue in the heart of Inverclyde... and a whole lot more besides.**

Beacon Arts Centre is a vibrant hub for the arts in Inverclyde, presenting outstanding performances and delivering a respected community engagement programme. The Beacon has established a strong reputation for its home-produced pantomimes, creative recovery initiatives, and youth theatre. We are now poised to grow a community of donors who share our commitment to culture, creativity, and inclusive access.



## Beacon Arts Centre

Custom House Quay, Greenock PA15 1HJ  
T. 01475723723 E. [info@beaconartscentre.co.uk](mailto:info@beaconartscentre.co.uk)  
[www.beaconartscentre.co.uk](http://www.beaconartscentre.co.uk)



# WE ARE THE BEACON ARTS CENTRE... AND A WHOLE LOT MORE



## OUR PROGRAMME

At Beacon Arts Centre we host a year-long programme of theatre, comedy, music, dance and musical theatre. Captivating creative activity doesn't stop there, we also have intimate performances for younger children and their families, and a range of festivals, exhibitions, classes, workshops and events.

## OUR PRESENCE

Beacon Arts Centre is managed by the charity, Greenock Arts Guild Limited, and our diverse funding base is underpinned by core grants from Inverclyde Council and Creative Scotland. We firmly believe that Inverclyde is one of Scotland's most attractive places to live and work and it also has the benefit of well-developed transport links to Glasgow and the rest of Scotland. We are proud to be part of this vibrant community and to make a key contribution to the local economy as an employer. We play a vital role in supporting local tourism.

## OUR VENUE

From our stunning location on the banks of the River Clyde, at the heart of Greenock's waterfront regeneration, our modern, purpose-built venue offers a 500-seat theatre and a 128-seat studio as well as a variety of spaces for exhibitions, meetings, rehearsals and development work. We also have superb facilities for eating, drinking and events.

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Beacon Arts Centre

## ABOUT THE ROLE

### JOB PROFILE

To support the Technical Manager in delivering high-quality technical services across all performance and event spaces within the arts centre. The venue technician plays a key role in ensuring the safe, efficient, and professional running of all technical aspects of productions, events, and venue operations.

### KEY RESPONSIBILITIES

#### Technical Operations

- Assist in the planning, setup, operation, and strike of lighting, sound, AV, and staging for a wide range of events including theatre productions, concerts, conferences, and community events.
- Deputise for the Technical Manager in their absence.
- Coordinate with visiting companies, artists, and hirers to assess technical requirements and deliver on them within available resources.
- Ensure the safe and correct use of technical equipment in accordance with industry best practice.

#### Staff Supervision

- Supervise and support freelance technicians, casual staff, and apprentices.
- Assist in scheduling and rostering technical staff in collaboration with the Technical Manager.
- Support in delivering technical inductions and training to staff and volunteers.

#### Health & Safety

- Promote and maintain a safe working environment for staff, performers, and audiences.
- Conduct risk assessments and ensure compliance with health and safety legislation and venue policies.

#### Equipment & Maintenance

- Monitor and maintain technical equipment and infrastructure; report faults and arrange repairs as necessary.
- Support the Technical Manager in planning and delivering maintenance schedules and capital upgrades.

#### Production Support

- Participate in get-ins, fit-ups, and get-outs.
- Provide hands-on support for lighting design, sound engineering, or stage management as required.
- Act as Duty Technician for performances and events.

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## PERSON SPECIFICATION

### ESSENTIAL

- Proven experience in technical theatre or live event production.
- Strong working knowledge of theatre lighting, sound, rigging, and stage operations.
- Ability to lead and motivate small teams under pressure.
- Excellent interpersonal and communication skills.
- A proactive, flexible, and collaborative working style.
- Commitment to safe working practices and industry standards.

### DESIRABLE

- Formal technical theatre qualification or equivalent experience.
- Experience working in a multi-space arts centre or producing venue.
- Qualifications in working at height, PAT testing, first aid, or electrical safety.

### ADDITIONAL INFORMATION

- Evening, weekend, and occasional public holiday work is required.
- Manual handling and working at height will be involved.
- Opportunities for ongoing training and professional development are available.

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# SUMMARY



## JOB TITLE

Venue Technician

## REPORTS TO

Technical Manager

## CONTRACT

Permanent

## HOURS

37.5 hours per week,  
including evenings and weekends

## SALARY

£28,550

## HOLIDAYS

33 days pro-rata

## HOW TO APPLY

### APPLY TO

Tessa Calder,  
Finance & HR Manager  
[recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)

### ATTACHMENTS REQUIRED

1. A letter of application
2. CV (two sides A4 max)
3. Name and contact details of two referees (referees will not be contacted prior to interview)
4. Equal Opportunities Monitoring Form (available at [beaconartscentre.co.uk/work-with-us](https://beaconartscentre.co.uk/work-with-us))

### EMAIL SUBJECT HEADING

Venue Technician

### APPLICATION DEADLINE

Monday 25 August 2025, 5pm

### INTERVIEWS

Week commencing 1 September 2025

### START DATE

By mutual agreement

If you would like to have an informal confidential chat about the role in advance of submitting an application, please email Tessa Calder, Finance & HR Manager, at [recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)

Should you have any access requirements or need any reasonable adjustments to be made in order to apply for this role, please contact [recruitment@beaconartscentre.co.uk](mailto:recruitment@beaconartscentre.co.uk)

The Beacon is committed to access, diversity and representation, and we actively encourage applicants from different backgrounds and with different experiences in order to develop and strengthen the organisation, evolve our programmes, and better reflect the communities we serve.

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