

RECRUITMENT PACK

DESIGN AND TECHNICAL THEATRE TECHNICIAN

(22.5 hours per week, 34 weeks per year)

LIPA

THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS



WELCOME FROM THE PRINCIPAL & CEO

A warm welcome to LIPA. I would like to take this opportunity to thank you for your interest in joining us.

LIPA is recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries. Our ethos and learning environment is underpinned by a commitment to collaborative and creative practice that develops artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and performing arts.

With our recent achievement of probationary degree-awarding powers, and the development of our new Strategic Plan for 2027-2032, this is an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive and innovative individuals who will support us in developing the next generation of performers, creative artists, and entrepreneurs.

If you share our mission, we would really like to hear from you.

I wish you all the best.

Sean

Professor Sean McNamara
Principal & CEO



ABOUT LIPA

Founded by Sir Paul McCartney and Mark Featherstone-Witty, LIPA is a globally recognised centre of excellence for performing arts education, with a reputation for innovation and collaboration.

We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment and alumni successes. Our campus is nestled in the heart of Liverpool's Georgian Quarter and is a hub for the city's creative community. We are proud of the standard of our facilities and how they allow students to train in a high quality environment that mirrors industry practice in the creative arts.

OUR STRATEGY FOR 2023-2026

Our vision for the future is underpinned by six core themes:

- **Excellence**: to be recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries
- **Equity**: to create and develop a culture and environment for equality and inclusion at all levels throughout the institution
- **Environment**: to achieve and maintain financial, environmental, systemic, technological and campus sustainability
- **Empowerment**: to empower and enhance the student, staff, and alumni experience within the LIPA Learning Group to meet the evolving demands and requirements of the higher education sector and creative industries
- **Employability**: to embed employability into the curriculum and co-curricular activities to develop students for future employment opportunities and career progression
- **Entrepreneurship**: to create an environment for inspiring creativity, innovation and entrepreneurship.

We are now finalising our 2027-2032 Strategy which will build on these themes and ensure that our campus and facilities are at the forefront of our creative community.



THIS ROLE

At LIPA, learning is rooted in hands-on creative practice. Our Theatre Production Design and Technology programmes give students the opportunity to develop their skills in professional-standard workshops, studios and learning environments, preparing them for successful careers across the creative industries.

Reporting to the Production Manager, you'll support the delivery of practical teaching across the department, helping to prepare workshops, maintain equipment and resources, and ensure safe, professional learning environments. Working closely with staff and students, you'll contribute to a wide range of creative projects and activities, playing an important role in the day-to-day operation of the department and the student experience.

This isn't just about technical support. You'll be:

- Supporting practical teaching sessions, workshops and project work across the department
- Helping students develop their skills by providing access to facilities, materials and technical resources
- Maintaining workshops, equipment and specialist learning spaces to professional standards
- Managing resources, stock, tools and equipment to ensure teaching activities run smoothly
- Supporting departmental administration, purchasing and budget-related processes

As you develop within the role, you'll become a trusted source of support for staff and students, helping to create safe, well-organised and inspiring environments where creative learning can thrive.

What you'll be doing

The key areas of responsibility for this role are:

- Providing technical and organisational support for taught sessions, workshops and practical projects
- Preparing learning spaces, equipment and resources for classes and assessment activities
- Maintaining equipment, workshops and communal areas to professional and safe working standards
- Managing inventories, resources and materials to support teaching delivery
- Assisting students with access to facilities, equipment and materials for independent project work
- Supporting departmental administration, purchasing and budget preparation
- Working collaboratively with academic and professional services staff on departmental projects
- Providing flexible support across the Institute and assisting other technical teams when required

This is a role for someone who enjoys being hands-on, organised and collaborative. You'll combine practical technical knowledge with excellent communication skills, helping to create an outstanding learning environment while supporting the next generation of theatre production professionals

ABOUT YOU

The ideal candidate will have a degree in the relevant subject. Experience in technical theatre, stage management or other organisational environment are required, as well as experience with booking systems and equipment management. Experience in HE/FE settings and Knowledge of software (e.g., Vectorworks or other technology based programmes used for teaching) is advantageous.

You will have a genuine enthusiasm for supporting creative activity, the initiative to identify and implement improvements, and a commitment to delivering an exceptional experience for students, staff and industry professionals. You will be someone who enjoys solving problems, working collaboratively and ensuring that every detail is in place to help productions and events run smoothly.

You will be a highly organised and collaborative professional with experience supporting the delivery of complex projects, events or productions in a fast-paced environment. You will also have:

- Experience of coordinating projects, productions, events or operational activities to successful outcomes
- Excellent administrative skills and a high level of attention to detail
- Strong IT skills, including Microsoft Office applications and the ability to learn new systems quickly
- Professional and approachable manner with a strong customer service ethos
- A positive, flexible and proactive approach to work
- Excellent organisational and time management skills, with the ability to coordinate multiple activities simultaneously
- Strong communication and relationship-building skills, enabling you to work effectively with staff, students, freelance practitioners and external suppliers
- The ability to remain calm under pressure whilst managing competing priorities and meeting deadlines





APPLYING

What you'll get

- A varied and meaningful role at the heart of the organisation
- The chance to own and shape our campus in ways that really matter
- Opportunities to grow and develop as you become embedded into the role
- A collaborative and creative working environment
- A role based in beautiful and historic buildings which have been modernised and have genuine character
- Default pension and benefits (4% employers contribution, 4% employee), with an option to increase contributions based on earnings.

Are you interested?
If you're someone who enjoys being hands-on, making an impact, and building towards something bigger, we'd love to hear from you.

How to Apply
You can download or request a hard copy of the details, and an application form related to this post from our website on the following link:

https://lipa.ac.uk/about-us/working-here/

CV's will not be accepted.

Should you have any questions about the application process or require reasonable adjustments for your application, please contact our Recruitment Team on recruit@lipa.ac.uk or 0151 330 3091.

Closing Date for Applications: Tuesday 1 December 2026

Interview Date: Tuesday 15 December 2026

Our Commitment to Equal Opportunities
As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Appointments will always be made on merit.

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