LIPA
THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

Job Description

Job Title	Design and Technical Theatre Technician –0.6 (Term-Time only, 34 weeks per year)
Salary Scale	LIPA Scale 5
Responsible To	Production Manager
Responsible For	N/A
Number in Post	1
Date Drafted	October 2026

Job Purpose

To provide integrated support across the Theatre Production Design and Technology Department supporting staff and student activities across both Performance Design and Production Technology programmes. The role supports curriculum delivery, student learning, and student driven events with classroom support, resource coordination and maintenance of our teaching, workshop and storage spaces.

Major Tasks

1. Curriculum delivery support including assistance in the setup of Workshops
2. Equipment and Resource Management.
3. Health & Safety Compliance.
4. Supporting and facilitating student led activities
5. Administrative and Budgetary Support in the department
6. Undertaking duties common to all LIPA support staff.

Job Activities
Major Task 1: Curriculum delivery support and set up assistance of Workshops
1. Assist with setup and breakdown of workshop sessions and classroom spaces 2. Housekeeping of TPDT spaces (design / making rooms, technical teaching spaces), materials and equipment for teaching and assessment 3. Provide technical/organisational support in classroom with classes and workshop-based activities and projects.
Major Task 2: Equipment and Resource Management
1. Responsible for ordering stock and maintenance associated with the department. 2. Conduct inventory maintenance and resource coordination for teaching activities. 2. Assisting with the re-organisation of storage facilities and resources. 3. Deliver and collect teaching supplies and related equipment from offsite as necessary.
Major Task 3: Health & Safety Compliance
1. Ensure all workspaces and equipment meet health and safety standards. 2. Maintain accurate records of inspections and servicing.
Major Task 4: Student Led Activities – Support and facilitation
1. Supporting students with materials and facilities with their independent project work 2. Supporting student learning environments for classes and assessments
Major Task 5: Teaching Administrative and Budgetary Support
1. Assist with budget planning and procurement of equipment and materials. 2. Maintain stock control records and support financial reconciliation. 3. Contribute to documentation updates, including risk assessments and procedures.

Major Task 6: Common Duties
1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other technical staff as appropriate. 2. To participate in staff reviews and training programmes as required. 3. To always carry out duties with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time. 4. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:
The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.
Location:
Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.
Hours:
22.5 hrs per week, usually worked between Monday – Friday, term-time only (34 weeks per year)

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Person Specification – Teaching Technician - TPDT

		To be identified by:
Education and Qualifications:		
Degree or equivalent in a relevant subject	Essential	Application Form/Interview
Knowledge, Skills and Ability:		
Experience in technical theatre, stage management or other organisational environment	Essential	Application Form / Interview
Experience in HE/FE settings	Desirable	Application Form / Interview
Experience with booking systems and equipment management	Essential	Application Form / Interview
Knowledge of software (e.g., Vectorworks or other technology-based programmes used for teaching)	Desirable	Application Form / Interview
Excellent literacy & numeracy skills.	Essential	Application Form / Interview
Proven self-motivator with the ability to work on own initiative.	Essential	Application Form / Interview
Excellent administration skills.	Essential	Application Form / Interview
Excellent organisational and time management skills.	Essential	Application Form / Interview
Personal Qualities:		

Confident, helpful manner and consistent high level customer care.	Essential	Application Form / Interview
Problem solving approach and positive attitude.	Essential	Application Form / Interview
Willingness to support others as required.	Essential	Application Form / Interview
Excellent communication & interpersonal skills.	Essential	Application Form / Interview
Commitment:		
To LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to students and staff.	Essential	Interview