

MARLOWE THEATRE

Job Description

POST DETAILS	
Organisation	The Marlowe Trust
Job title	Technical Apprentice
Reports to	Head of Department
Grade	0

JOB PURPOSE
<p>The Technical Apprentice will work as part of the technical team across all disciplines, to deliver an excellent service for all areas of the Marlowe Trust programmes.</p> <p>The Technical Apprentice will complete a Level 3 Creative Industries Production Technician Apprenticeship – Creative Venue Technician pathway which will give them a broad range of technical skills and knowledge related to the entertainment industry.</p> <p>https://www.accesscreative.ac.uk/apprenticeships/creative-venue-technician/</p>

PRINCIPLE ACCOUNTABILITIES
<ul style="list-style-type: none"> • Creatively support the theatre's technical team in the installation and delivery of the Marlowe Theatre's programmes. • As required, support the effective maintenance, replacement and renewal of the Marlowe Theatre's stage areas, production equipment and tools. • Work in a safe and legal way to comply with regulatory and legislative requirements and industry best practice. • To develop effective working relationships both internally and externally. • To drive your own career and skills development, making the most of the opportunities made available to you. • To live and represent the Marlowe Theatre's values.

REQUIRED ATTRIBUTES	
Required Qualities	<p>The Marlowe Theatre's core values are to be Supportive & Collaborative, Authentic & Inclusive, Creative & Ambitious in everything we do.</p> <p>We actively seek to represent the diversity of our society</p> <p>In order to live our values, our Technical Apprentice needs to be:</p> <ul style="list-style-type: none"> • Outgoing and approachable • Collaborative and highly organised • Passionate about theatre
Knowledge	<ul style="list-style-type: none"> • Some knowledge of the theatre industry • Some awareness of health and safety
Skills	<ul style="list-style-type: none"> • A good level of interpersonal skills • A basic level of written and verbal communication skills • A basic level of IT skills • A basic level of practical problem-solving skills • A basic level of numeracy and literacy skills • A basic level of general theatre production skills
Experience	<ul style="list-style-type: none"> • Some experience of working on productions or events (inc. school, college, university or amateur dramatics productions)
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) in Math's and English (language) to level 4 or above or willingness to undertake functional skills training as part of the apprenticeship

JOB DIMENSIONS	
Annual budgetary amounts	N/A
Number of staff reporting to the job holder	Direct Reports – 0 Indirect Reports – 0
Any other relevant statistics/information	Fixed Term for 18 months

WORKING ENVIRONMENT

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

- Some manual handling
- Some working at height
- Some working in confined spaces
- Some working outdoors
- Some working in high-noise environments
- Some work with controlled substances
- Regular evening and weekend working
- Some overnight working

ORGANISATION CHART

See attached

May 2026