



Deputy Technical Manager (Sound bias) Recruitment Pack March 2025



Thank you for your interest in joining Polka

We are...*“The place to be for children’s theatre”* ayoungertheatre.com and *“one of the best-equipped kids’ theatres in the world”* Time Out.

Polka Theatre is a pioneering and unique children’s theatre venue, staging exceptional productions and developing industry-leading Creative Learning experiences which are accessible for all children to enjoy. In 2024 we won the UK Theatre Award for Most Welcoming Theatre, as well as Merton Best Business.

This recruitment pack is designed to tell you more about us, the job role you would be doing, the skills and knowledge you would bring to the role and the qualities and values we’re looking for. It also explains the application process.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on 020 8543 4888 or email boxoffice@polkatheatre.com



If you would like to have a chat about this role in more detail, please call Peter Hatherall, Technical Manager on 0208 545 8363 or email PeterH@polkatheatre.com

Thank you for reading this pack and, if you decide to apply, we look forward to receiving your application by **9am on Monday 7 April 2025**.



About Polka

Polka is a pioneering national theatre for children based in Wimbledon, the first UK venue created exclusively for young audiences. Opened in 1979, we are one of just a handful of dedicated children's venues in the UK. Since then over 4 million children, parents, teachers and carers have been through our doors. Following our £9m redevelopment in 2020/21 we have reimagined Polka for future generations.

Polka is a charity and Arts Council England National Portfolio organisation. Our mission is to empower children to navigate their world through inspirational theatre and creative experiences. Over 100,000 people visit us each year and a further 20,000+ take part in creative learning and community activities. We involve children at every stage of the creative process and lead the way in Early Years theatre for under 6s. Through coproductions and touring we reach children across the UK and internationally.

Inclusivity is and always has been an integral part of the company's offer. In 2007, Polka pioneered relaxed performances for children on the autistic spectrum, a model which continues to be replicated across the cultural sector as Relaxed Performances. We run free ticketing schemes, enabling who otherwise might not be able to attend to experience live theatre for the first time, and a range of initiatives that provide opportunities for children with particular access needs or who live in challenging circumstances to participate in our activities. We offer opportunities for all children and families regardless of age, ability, culture or background, to engage in theatre.

Our website (www.polkatheatre.com) gives you more information about us. We are funded by Arts Council England, London, registered charity number 256979.



Working, Wellbeing and Learning at Polka

Polka's commitment as an equal opportunities employer means we are keen to encourage applications from people from the Global Majority, people across the gender spectrum and people who self-identify as disabled, who are underrepresented in our sector. Our newly redeveloped venue is wheelchair accessible.

As a children's theatre we are generally open during the daytimes and weekends, rather than evenings, making us well suited to people who have families and/or other caring responsibilities outside of work. As a community rooted venue, we are also well suited to people who live nearby and are looking to work locally, rather than travel into or through central London. Our environment is important to us, and we have radically improved our building's sustainability, and our Green Team help to implement practical operational changes.

We want to help people achieve their potential while working at Polka. We prioritise our mental health and the culture of working at Polka by having regular team days to share and learn from each other, providing the opportunity to work flexibly (subject to the type of role) and a range of social events. We invest in our people through training opportunities which help us learn and understand more about working together. Recently this includes trans-awareness, equality, diversity and inclusion and mental health awareness.



Perks and Benefits

We continually strive to make Polka an even greater place to work. We listen to feedback and conversations with staff at our team days. By doing this, we recently reviewed our perks and benefits package and are delighted to make enhancements and add new ones, which are:

- **Flexi-time** – after your first day, you can start work anytime between 9am and 10am and work the corresponding 8 hours (with one hour for lunch) within the needs of the organisation and the role requirements.
- **Extra holiday** – after 1+ year of service an extra day per year, up to 5 extra days.
- **Volunteering days** – up to 2 days off per leave year (pro rata).
- **Sabbatical unpaid leave** – after 3+ years service.
- **Cycle to work scheme**
- **Season ticket loans**
- **Emergency small loan scheme** for salaried and regular casual staff.
- **Pension** – after 3 months you will be automatically enrolled into NOW Pensions scheme in accordance with statutory deadlines and contributions.
- **Additional pension** – an additional 1% of employer pension contribution above statutory minimum after 1 year of service.
- **Complimentary tickets** – for all Polka productions subject to availability.
- **Polka's Café and shop** – generous discounts.
- **Local discounts on shopping**, dining and entertainment through Love Wimbledon card membership.
- **Leisure centre and spa** – corporate discounted rate with local gym, swimming pool and spa around the corner from Polka.
- **Discounted parking** if you need to drive to work, subject to availability.
- **Regular social activities** and team days.



The Polka Team

We are looking for people who share our mission, vision and values through their work. As part of our team, you will be conscientious, proactive and reliable in your approach to work and have a willingness to learn and adapt to changes. We support and champion each other. You don't need to have a degree, specialist arts qualification or years of experience to work with us. We will support you to fulfil your full potential in your role.

Mission To empower children to navigate their world through inspirational theatre and creative experiences.

Vision Improving children's lives, bringing communities together, creating ground-breaking theatre.

Our values:

Child-centred placing children at the heart of everything Polka does.

Community engaging our diverse communities of children, families, educationalists and artists.

Excellent pioneering, adventurous, offering the highest quality.

Memorable creating magical, meaningful experiences.

Inclusive welcoming, accessible, nurturing, supportive, representative.



This is the role for you, if you:

- Want to champion the work of a specialist and unique national theatre for children.
- Love working in a venue or theatre but would prefer mainly daytime hours.
- Are practical and hands-on.

As a key member of the production department, you will assist in managing all technical aspects of Polka's productions and events, particularly in relation to sound and video, and provide the highest standards of technical support to all activities. Knowledge of Dante, Yamaha and Behringer systems and consoles is advantageous. This is a 'hands-on' role, working closely with Polka staff and the freelance creative teams who make all shows and events. With strong technical management skills, you will support the Technical Manager to deliver our own productions, and facilitate visiting companies, private hires and events. You will manage casual and freelance technicians and contractors, and act as Duty Technician cover as required. You will also work closely with the Head of Production in terms of assisting with and covering production management duties.

Job Description

Here are more details about the responsibilities for this role:

Production & Projects

- Make sure that all creative teams, visiting companies, artists and Polka staff feel welcome, engaged and supported in the building and receive the highest level of technical support available.
- Support creative teams and producers with technical needs, particularly in relation to sound and video, during production development to achieve the highest possible standards within agreed budgets.
- With the Technical Manager prepare for fitting up and rigging technical equipment to ensure the smooth running of fit up, production weeks and get outs, and help recruit and schedule casual freelancers.
- Attend and contribute to production meetings as required, and lead meetings in the absence of the Head of Production.
- Attend and support rehearsals and touring productions as required at the theatre and off-site venues.
- Plan, set up and run events and small productions including set up and operation of PA, radio mics and video including live mixing as required.
- Assist with planning, rigging, patching and focusing of lighting equipment.

Technical operations and maintenance

- Make sure all public performances, creative learning projects, fundraising and development events run smoothly within the building and off-site.
- Liaise with visiting companies to assess their technical needs and if/how they will work in Polka's spaces, and liaise internally to facilitate this.
- Provide technical support and information for hirers as requested by the Operations team.
- Draw and amend rig plans for Polka's in house and touring productions and for external users of the theatre as required.
- Help recruit, supervise and train technical teams as required, including freelance, casual and visiting production staff.
- Work as Duty Technician as required for Polka's and visiting companies' shows.
- Manage all external hires of technical/theatre equipment.
- Help maintain an inventory of technical equipment and manage the general upkeep and tidiness of stage areas including backstage, tech boxes, stage, lighting galleries and stores.
- Make sure all technical equipment, machinery, fixtures and fittings are well maintained, including management of PAT testing all Polka equipment, and overseeing the inspection of rigging and lifting equipment in accordance with LOLER regulations as required.
- Maintain and develop good relations with local and national suppliers, seeking economic and environmentally friendly deals for hires and equipment.
- Keep up to date with industry best practice and current technology and systems.

Health and Safety (H&S)

- Make sure all H&S requirements are met at all times while working.
- Attend training as required and maintain awareness of H&S regulations specific to the spaces and equipment used.
- Make sure all potential hazards are made safe as soon as is practicably possible and all specialist electrical equipment is correctly shut down at the end of each working day.
- Support the Head of Production who is the Lead for the H&S Team, attending regular meetings and contributing to the H&S Team.
- Make sure the technical teams as required, including freelance, casual and visiting company production staff or volunteers, are fully briefed on all H&S procedures and schedules.
- Make sure external hires are fully briefed on the safe use of spaces.
- Produce risk assessments and method statements when required.

General

- Contribute to the planning process of the theatre, raising well in advance pressure points and the need for additional resource.
- Attend and contribute to regular Company meetings and season review meetings.
- Understand and proactively support use of Green Book practices throughout Polka's production work.

All team members are expected to

- Champion and honour Polka's vision and values (you can find these on the previous pages).
- Maintain confidentiality and abide by Polka's policies and procedures.
- Follow Health and Safety rules at work.
- Follow Safeguarding rules and legislation.
- Actively ensure Equality, Diversity and Inclusion is part of Polka's culture.
- Contribute to Polka's Environmental Action plan by thinking and working sustainably.
- Contribute towards Polka's fundraising goals, this may include research, writing applications, advocacy and managing relationships.
- Take part in operational teams to help share learning, find joint solutions and drive change.
- Participate in all training, development and wellbeing initiatives as required.
- Undertake any other duties as may be reasonably required.



Person Specification

In your application, please make sure you show us how you would bring the following skills, knowledge and experience, that we are looking, for to this role. We value the different experiences that people bring to a job role and will always look to provide opportunities for you to learn more about your job role and help you gain more experience working at Polka. There are some areas we have suggested are beneficial but not essential to have.

1. Proven experience in technical theatre.
2. Proven ability to organise projects and people, giving the attention required, within a set timeframe or by a deadline.
3. Proven ability to write and speak confidently and present with confidence in order to build and maintain relationships with professional peers and external partners.
4. Experience in working with Qlab for both sound and video. Understanding of general networking, Dante, OSC and Midi, and of ETC Ion use. Ability to use Microsoft Office: Outlook, Word and Excel.
5. Ability to work collaboratively in a team and independently.
6. Ability to deal with a diverse range of people at all levels using tact, diplomacy and patience – experience of managing people is desirable.
7. Ability to fault-find and problem solve within tight deadlines during production periods.
8. Full clean driving license desirable.

You will be required to have a valid [Disclosure and Barring \(DBS\) certificate](#) or be willing to undergo an enhanced DBS check (at Polka's expense) if a job offer is made subject to this being obtained.

Contract Terms

This role permanent, full time. We will consider applications for flexible working and job-sharing so please let us know your preference for this in your application, however please note that this job is an on-site role. The role is normally based at Polka Theatre 240 The Broadway, Wimbledon, London SW19 1SB.

Job title for this role is Deputy Technical Manager. Your manager will be the Technical Manager. You will be responsible for freelancers.

Salary is £32,000 per year (plus optional overtime taking it up to £33,231)

Hours you will need to work are 5 days per week (35 hours per week excluding a lunch break). You will need to work some additional hours, including evenings, weekends and bank holidays, and travel out of London when required (we operate a Time Off In Lieu, 'TOIL' system).

Holiday 28 days per year including bank/public holidays (after 1+ year of service an extra day per year, up to 5 extra days).

Probationary period your appointment is subject to satisfactorily completing a 2 month probation period. Your notice period during probation is 2 weeks for both you and Polka.

Notice period 2 months for both you and Polka.

How to apply

Deadline 9am on Monday 7 April 2025

Interview week commencing 14 April 2025

Second interview (if required) week commencing 21 April 2025

Ideal start date as soon as possible





Please complete and send the following to Peter Hatherall, Technical Manager, at peterH@polkatheatre.com or post it to them at Polka Theatre, 240 The Broadway, Wimbledon SW19 1SB. Remember to include Deputy Technical Manager as your email subject line or on the envelope.

- Current CV and short cover letter telling us how you meet the Person Specification.
- If you would prefer, you are welcome to send us a short video or audio file (no longer than 5 mins), telling us about yourself, your current and previous job roles and/or work experience, as well as your knowledge, skills and experience.

Please also complete/send us:

- Privacy notice form – download it, as a Word document, from our [website](#)
- Complete our Equality Monitoring survey by visiting Survey Monkey website <https://www.surveymonkey.com/r/86RV7QN>

The Equality monitoring survey is anonymous and is not sent to the person who receives your application. It helps us understand whether we are succeeding in promoting equality of opportunity and encouraging representation. It is completely separate from your application, and we do not connect the two.

Once you have sent us the documents above, by the deadline, we will let you know we have received your application.

Interview Process

We will shortlist the applicants we would like to meet for an interview. Our shortlisters will be looking for you to have done the following:

- Sent us a completed application before the deadline.
- Clearly shown us how you share our values and the things we've mentioned in the 'What sort of people work for us?' section above.
- Given us examples of how you meet the points in the 'Person Specification' section above.
- Given us relevant information about your work history/experience and any training (remember to make sure to tell us about any gaps when you weren't working).

We will offer interviews to the applicants who have shown us these things most strongly.



All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a weeks' notice ahead of the interview date.

Interviews will be held in person at Polka Theatre with Adam Crosthwaite, Head of Production, and Peter Hatherall, Technical Manager. Initial interviews can be arranged via Zoom if needed.

We will let you know if there is anything in particular that we need you to prepare in advance.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.

