

Job Title: **TECHNICAL OPERATIONS MANAGER**
Terms: 40 hours per week. Flexible shift pattern
Contract: PAYE
Reporting: Artistic Director & Executive Director
Salary: £34,000 – £35,000 depending on experience
Hours: Flexible shift pattern.

ABOUT OMNIBUS THEATRE

Omnibus Theatre is a multi-award-winning independent theatre in Clapham, South London. Finalist in the Fringe Theatre of the Year 2020 and 2023 The Stage Awards, Off-West End Award winner 2018 and 2020, and recipient of the Peter Brook/Royal Court Theatre Support Award in 2016. The heart of the organisation's ambitious programme lies in classics re-imagined, modern revivals and new writing. Omnibus Theatre also provides a platform for LGBTQ+ work and aims to give voice to the underrepresented and challenge perceptions. Since opening in 2013 notable in-house productions include Woyzeck (2013), Macbeth (2014), Colour (2015), Mule (2016), Spring Offensive (2017), Zeraffa Giraffa (2017), Queens of Sheba (2019), The Little Prince (2019), RICE! (2021), The Human Connection (2021), The Girl Who Was Very Good at Lying (2021), FIJI (2022), SAD (2022) and DRUM (2022), COMPOSITOR E (2023), ICE AT THE END OF THE WORLD (2024) DRUM national tour (2025)

Omnibus Theatre is led by Artistic Director Marie McCarthy and Executive Director Bridget Kalloushi. Patrons include: His Royal Highness, The Duke of Edinburgh KG KT GCVO, Dame Judi Dench, Paulette Randall MBE, Rikki Beadle-Blair MBE, Lord Michael Cashman

GENERAL

This job description is a guide to the nature of the work required of the TECHNICAL OPERATIONS MANAGER and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future

ABOUT THE ROLE

The Technical Operations Manager is responsible for the smooth technical and operational running of our theatre building. This hands-on role supports artists, visiting companies and staff by combining technical delivery, managing get-ins and get-outs, rotas and logistics, with ensuring the venue operates safely and efficiently. You will manage technical systems and equipment, coordinate freelance technicians and duty managers, and lead on building operations, health and safety and compliance. Working closely with the wider team, you will play a key role in enabling high-quality creative work in a welcoming, well-run environment.

KEY RESPONSIBILITIES

Technical & Production

- Oversee the day-to-day technical operation of the theatre, studios and public spaces
- Maintain lighting, sound and AV systems, including reset states, equipment care and stock control

- Lead on technical reconfigurations and support rehearsals, performances and events
- Order and manage technical supplies and equipment, maintaining accurate inventory records

Visiting Companies & Logistics

- Act as the main technical point of contact for visiting companies
- Coordinate and manage get-ins, get-outs and technical logistics
- Maintain and update technical specifications for all performance and shared spaces

Staff & Freelance Management

- Schedule and manage rotas for freelance technicians, duty managers and part-time venue technicians
- Oversee workloads, hours and scheduling, ensuring safe and effective staffing levels
- Support a collaborative and well-communicated working environment

Building Operations & Compliance

- Lead on building operations, health and safety and compliance
- Act as Fire Marshal Lead, overseeing fire procedures, drills and safety regulations
- Ensure staff training in First Aid, Manual Handling and hazardous substances
- Coordinate building maintenance and repairs, working with contractors where required
- Maintain up-to-date compliance documentation and records

Administration & Systems

- Manage technical and supplier databases and IT systems related to venue operations
- Create and distribute weekly logistics plans in collaboration with the wider team
- Oversee filming and live streaming activity within the venue

PERSON SPECIFICATION

Essential

- Proven experience in technical theatre and venue operations, ideally within a producing or receiving house
- Strong working knowledge of lighting, sound and AV systems, including maintenance and basic fault-finding
- Experience of coordinating get-ins and get-outs and supporting visiting companies
- Ability to manage rotas and workloads for technicians and other operational staff, including freelancers
- Practical experience of health & safety in a live performance environment, including fire procedures and risk awareness
- Confidence working with multiple stakeholders (artists, visiting companies, front-of-house and administrative teams)
- Strong organisational and communication skills, with the ability to plan and respond calmly to changing priorities

- A proactive, solutions-focused approach and willingness to be hands-on in a small team environment
- Competent IT skills and confidence managing systems, documentation and compliance records

Desirable

- Experience acting as a Fire Marshal or leading on building safety and compliance
- Knowledge of building maintenance coordination and working with contractors
- Experience managing or supporting live streaming or filming in a performance space
- Familiarity with access requirements and inclusive working practices in theatre settings
- First Aid and/or Manual Handling certification (or willingness to undertake training)
- Calm, reliable and approachable under pressure
- Collaborative and supportive, with a strong commitment to enabling artists and colleagues
- Detail-oriented while able to keep a strategic overview
- Committed to equity, access and safe working practices

HOW TO APPLY

Please send an application that clearly shows how your skills and experience meet the Job Description and Person Specification. We want you to tell us about yourself in the format that works best for you. Alongside your CV, submit one of the following:

- Cover letter (max 2 sides A4), or
- Presentation (Keynote or PowerPoint)

If you'd prefer another format, just let us know.

Email your application to marie.mccarthy@omnibus-clapham.org with the subject line:

TECHNICAL OPERATIONS MANAGER

Please also attach the Equal Opportunities Monitoring Form (download from our website).

Closing date: 5pm Friday 9th January 2026

Interviews: Week commencing 12th January 2026

We are an equal opportunities employer and warmly encourage applications from people of all backgrounds and lived experiences. If you have access needs for any stage of the process, please tell us and we'll make reasonable adjustments.