Recruitment Pack

Technical Theatre Coordinator

College Square North (CSN)

37.5 hours per week | Belfast | £26,500 gross per annum

1-year post with excellent potential for extension

A message from our CEO



Thank you for your interest in the Technical Theatre Coordinator (CSN) role at YouthAction NI.

If you are someone who enjoys being organised, creative, inspiring and working in a creative team, this could be an exciting opportunity to bring your skills to a role with a real purpose.

As CSN Technical Theatre Coordinator, you will be responsible for the successful management and operational effectiveness of College Square North Studio Theatre, including all equipment and storage. You will be responsible for the smooth coordination of technical requirements for theatrical productions, conferences and events throughout the year. You will train and inspire young people in technical theatre disciplines such as sound, lighting and stage management.

As an integral member of the Youth Arts Team, you will contribute to meetings, provide evaluations, produce class (techie theatre) plans and assist with the varied portfolio of events in the theatre. The position will require flexibility to work 'unsocial' hours (evenings and weekends).

At YouthAction NI, the work we do is ultimately about improving opportunities and life chances for young people. We work with young people as partners to tackle inequalities, develop skills and confidence, inspire activism and contribute to inclusive communities across Northern Ireland.

We are looking for someone who can bring their existing skills and experience to the role, while being part of a team that values collaboration, learning, flexibility and continuous improvement.

Whether you have worked in the voluntary and community sector before or are bringing your experience from another environment, we would encourage you to read more about the role and consider whether it could be the right opportunity for you.

We look forward to hearing from you.

Martin McMullan
Chief Executive, YouthAction NI

About YouthAction NI

YouthAction NI is an outward and forward-looking learning organisation with a conscious and evolving leadership culture. We work to meet the changing needs of young people through Youth Work and Youth Arts.

We are a membership-based youth work and arts charity that actively works with young people as partners to tackle inequalities in their lives. We create opportunities that support young people to develop their confidence, creativity, skills, wellbeing and leadership.

Our vision is:

Young people leading change for a fair and inclusive world.

Our work is delivered through four key areas:

- Wellbeing – building young people's health and wellbeing.
- Creativity – maximising young people's creative expression.
- Skills – improving young people's life and work skills.
- Leadership – inspiring young people to demonstrate leadership.

What matters to us

- Youth-led and community-driven – We believe young people are powerful agents of social change. We work alongside young people, recognising their ideas, experiences and potential.

- Creating opportunities for young people to thrive – Our programmes provide safe spaces and opportunities to build confidence, resilience, skills and positive relationships.

- Working towards a fair and inclusive society – Our work focuses on tackling inequalities, improving life chances and supporting positive change across Northern Ireland.

Our mission is to:

- improve young people's life chances;
- inspire young people as activists;
- grow inclusive and outward-looking communities; and
- build a peaceful and shared society.

YouthAction NI has regional bases across Northern Ireland, including Belfast, Armagh, Derry/Londonderry, Enniskillen, Kilkeel and Newry.

The Role & Benefits

The role at a glance

Job title:	Technical Theatre Coordinator (CSN)
Responsible to:	Senior Leader for Creative Expression (Artistic Director)
Hours:	37.5 hours per week
Salary:	£26,500 gross per annum
Location:	YouthAction NI, 14 College Square North, Belfast
Contract:	1-year post with excellent potential for extension
Working with:	Arts Team and linking to Youth Work, Admin and Finance Teams.

What is the role about?

This is a role for someone who enjoys working creatively and collaboratively in a theatre environment, where young people are at the heart of the work. It is for someone who possesses experience in technical theatre (lighting/sound/AV) and who wants to continually grow and develop their knowledge, skills and experience in this area. It is about being organised, contributing creative ideas, inspiring young people, and supporting colleagues within the arts team and throughout the organisation to provide high quality experiences at productions, conferences and events.

What you'll be doing

Theatre Management

- Manage and operate the fully functional Studio Theatre (120 seat) to an exceptional standard.
- Plan and manage theatre/staging requirements for the annual portfolio of events, festivals, concerts, conferences and productions.
- Ensure the theatre, including storage is organised to an exceptional standard.
- Ensure good health and safety practices are adhered to at all times or created where needed.
- Assess and improve current operational systems/methods.
- Ensure theatre and all equipment is clean and tidy at all times.
- Change the theatre set up as required including; light rigging, seating, microphones and speakers, band, staging, set.

Technical Support

- Provide technical support (lighting, sound, AV) for productions and events within the theatre and where necessary in outreach projects off site.
- Contribute creative, practical solutions for effective physical, visual and sound effects.
- Provide technical support to external bookings in the CSN studio theatre, liaising with the CSN Building Administrator.
- Learn how to use QLab.
- Learn how to use Premier Pro and make videos where needed.
- Attend training in and use the theatre's 'Genie' lift for lighting set-up.
- Source equipment, props and anything necessary for the theatre or its' productions

Youth Arts Work (Techie School & Front of House)

- Coordinate, facilitate and develop Techie School to Rainbow Factory members to build the technical skills and qualifications of young people.
- Recruit young people to join Techie School and inspire them to excel.
- Guide and mentor young people interested in technical theatre through 'on the job' training and 'youth led' programmes.
- Work collaboratively with the Creative Arts Support Worker to train young volunteers and adult volunteers in Front of House Coordination (collective team approach, theatre and front of house interdependence).

Administration

- Follow YouthAction NI's administrative systems and procedures at all times, including Youth Arts monitoring as required.
- Follow YouthAction NI's financial policies and procedures at all times

General

- Support promotion of Rainbow Factory including social media/website.
- Assist with recruitment of new Rainbow Factory Members.
- Assist with developing projects unrelated to technical theatre when required.
- Reflect the ethos, policies and practice of YouthAction Northern Ireland and demonstrate integrity, maturity and good judgement at all times.
- Fully comply with YouthAction NI's "Protecting children, young people and young adults" policy and procedures, including good practice guidelines.
- Become familiar with and adhere fully with all YouthAction NI's policies, procedures and good practice guidelines at all times.

The above is given as a broad range of duties and not intended as a complete description of all tasks

Who we're looking for?

We are looking for someone with enthusiasm to learn and develop in technical theatre and advance the capacities of our youth arts work. The Technical Theatre Coordinator will be approachable and adaptable, with a positive attitude and willingness to work hard to achieve goals. We want someone who has an affinity with the vision and mission of YouthAction NI.

The Technical Theatre Coordinator will be required to work unsociable hours (evenings and weekends).

Essential Criteria

- Knowledge of working in the technical side of theatre.
- Ability and experience to programme and operate a lighting desk.
- Ability to stage manage productions.
- Knowledge of and ability to utilise sound equipment such as microphones, speakers and sound effects.
- Knowledge of Health and Safety regulations.
- Ability to work both as part of a team and on own initiative.
- A strong interest in theatre and theatre production and a commitment to working to develop young people in a positive manner.
- Excellent skills in administration, planning and organisation.
- Strong IT skills.

Desirable Criteria

- Experience of workshop/class facilitation
- Experience of working with groups of young people to train them in technical theatre skills or any other subject

What we offer

At YouthAction NI, we offer a range of benefits to support our staff.

- Inclusive and friendly working environment
- Attractive annual leave with length of service rewards
- Allocated wellbeing days at Christmas
- Occupational family-friendly policies
- Occupational sick pay
- Time Off In Lieu (TOIL)
- Personal development and in-service training opportunities
- Investors in People Award (Gold)

Working at YouthAction NI

- As part of the wider YouthAction NI team, all staff are expected to contribute to the organisation's work and support its wider activities.
- All staff should contribute to and participate in fundraising events.
- All staff must attend in-service training when required.

New to the voluntary and community sector?

You may already have experience working in the voluntary and community sector, or you may be bringing your technical theatre skills from another environment.

Experience of working in the voluntary sector is desirable for this role, but what matters is that you can demonstrate the skills and experience required for the position and have an affinity with YouthAction NI's vision and mission. If you feel this role could be right for you, we would welcome your application.

Contact: **joanne@youthaction.org** for an application form.
Closing date for receipt of applications: **Tuesday 17th November 2026 (Midday)**