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Description automatically generatedThe Witches of Essex Community Heritage Project

Technician Job description

Key details:

**Title:** Technician for The Witches of Essex Community Heritage Project

**Venue:** Kelvedon Institute / Essex Records Office

**Start date:** 1st October 2025

**End date:** 18th October 2025

**Payment:** £300 Fixed fee

**Responsible to:** Project Leader

A brief outline to the project

The Witches of Essex Community Heritage Project is a new project run by our Black Dog Theatre Creation community group and supported by The Heritage Lottery Fund. The aim of this new community project is to create a new project exploring the witches of Essex and particularly, of St Osyth, an Essex village around which a series of ‘Witch’ accusations spread in the 1580s along the coast to Clacton, Hamford Water and Walton. Following on from our recent successful local Victorian community heritage project with Alfie James Productions; we have teamed up once again with the Essex Records Office to continue developing our historical enquiry and archives research skills whilst also developing a new skills in using and developing audio and digital archives. In this project, we are also delighted to be working with local Historian and Writer Professor Marion Gibson, and we hope that the project will support the new emerging Essex Witches Museum by providing them with a series of educational resources. The project will be open to approximately 15-20 local participants in Colchester (Essex) focusing upon (but not limited to) engaging with people with poor confidence and mental health issues. Participants will be invited to attend a weekly workshop where we will develop historical enquiry skills, use archives, artefacts, performance techniques and visits to research to develop an understanding of the stories of those who were accused of witchcraft. We will create a series for educational and learning materials as well as developing a series of audio stories / monologues bringing to life some of the real-life stories of those accused to share to the local community.

About the Black Dog Theatre Creation:

The Black Dog Theatre Creation is a small community theatre project which was set up ten years ago by the team behind Alfie James Productions which have successfully created six community heritage projects with the HLF. The Black Dog Theatre Creation’s core aim is to use creativity and the artforms to support adults suffering from poor confidence and mental health issues. Over the past ten years, we have developed countless projects, and we currently run regular groups in Colchester (Essex), Camden (London), East-Ham (London) and Bury St Edmunds (Suffolk) and regularly work with local support organisations including Rethink, Colchester Community 360, Camden Community Network, West Euston Project and local libraries who all signpost clients to us regularly.

The role of the Technician

The key role of the Technician in our project is to support us to organise and manage our lighting and sound for the Witches of Essex Community Heritage project audio story recordings and sharing evening. You will attend our audio recording sessions helping us to record our audio pieces and prepare for our sharing evenings whilst helping to create a safe and friendly environment, supporting our members to access the activities, and giving positive encouragement. It would be great if you brought fresh ideas along to help us to enhance our recordings using your technical knowledge and experience and help us to evaluate our project.

Specific duties to the role:

As our Technician, you will work in a team with the Project Leader supporting each other with the general running of the project. Duties include (but not limited to):

1. To work with the Project Leader to help manage the lighting and sound for our performances.

2. Attend dress/tech rehearsals and performances.

3. Support us when recording our audio stories and scenes.

4. Edit our audit files.

5. Complete feedback form at the end of the project.

General duties:

6. Everyone should act in a professional manner at all times.

7. Everyone should work as a team, supporting each other where possible

8. Support in the marketing of activities, performances.

9. Support the organisations core aims and ethos.

10. Employees should act in a manner which does not bring disrepute to the organisation, and which abides by our code of conduct particularly considering their role working alongside vulnerable adults.

11. Everyone should respect and act accordingly towards any behaviour and public safety policies of the workshop, visiting and performance venues e.g. Fire and Health and Safety Policy and Procedures, rules regarding smoking at the theatre.

Statutory checks:

Due to the nature of some of our work employees may be asked to undertake a DBS check. All offers of employment whether paid or voluntary will be subject to the outcome of this check. The cost of the DBS check will be covered by the Black Dog Theatre Creation.

Fee:

The Black Dog Theatre Creation agrees to pay the Technician a fee of £300 upon receipt of the employees invoice. The employee is responsible for paying their own tax and national insurance.

To apply:

Please send a copy of your CV along with a cover letter or alternatively either a short audio/film recording outlining why you would like this role and any specific skills you could bring to the project. (Recordings should be no longer than 5 minutes) Please email to

[blackdigtheatrecreation@gmail.com](mailto:blackdigtheatrecreation@gmail.com)

**Closing date: Monday 15th September 2025 12 noon.**

**Interviews held on: Friday 19th September 2025**

**Kindly supported by:**

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