



Running Props Technician  
Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.**



## Running Props Technician

### SUMMARY

The Running Props Technicians support the effective setup, running, and maintenance of props during rehearsals and performances under the guidance of senior staff. This includes preparing and setting props, updating documentation, assisting with scene changes, maintaining cleanliness and organisation of workspaces, and ensuring health and safety compliance, all while working flexibly to meet the demands of ENO productions.

Please note that these are fixed term contracts:

**Contract 1:** 28/09/2026-27/12/2026 & 25/01/2027-21/03/2027

**Contract 2:** 19/10/2026-20/12/2026 & 01/02/2027-21/03/2027

**Contract 3:** 12/10/2026-20/12/2026 & 01/02/2027-21/03/2027

### Reports to

Running Props Manager

### Salary

£831.16 per week

### Location

London Coliseum & other locations as required

### Hours

44 hours per week averaged weekly

## Running Props Technician

### Key Responsibilities

- Get in / out props for the beginning and end of rehearsals.
- With guidance from the Senior Prop Technician, assist with the setting up and running of props during rehearsals and carry out show cues as required. This may include other department cues, for example door cues.
- Assist the Senior Prop Technician in receiving and preparing deliveries at all ENO locations as required –unpack / wrap / write labels / liaise with appropriate personnel. This may include items from Learning and Participation or other productions.
- Update and create cue sheets from Stage Management and Senior Prop Technicians paperwork, for record keeping and for other staff to cover performances. i.e. changes to Props Plot and Running Plot.
- Ensure all activities are carried out in accordance with the Company's Health and Safety Policy, wearing appropriate PPE where necessary.
- Unpack props from rehearsals and any additional items from the Props Workshop, in accordance with Show Storage Plan, into the performance space.
- Assist Senior Prop Technician, Stage Management and Prop Supervisor in checking through props lists to ensure all props are checked in and accurately set up for rehearsals, stage & pianos/ orchestra and performances.
- Assist in live scene changes when necessary.
- When required, assist in the movement of large prop items and furniture during load ins/ outs and performances.
- With guidance from the Senior Prop Technicians, prepare and handle any edible food as required for productions
- Carry out prop laundry / cleaning / washing as required.
- Pack away all props after technical rehearsals and performances onstage, in accordance with the Show Storage Plan, unless otherwise notified by Senior Prop Technician or Running Props Manager.
- Keep the Prop Room clean and tidy. i.e. Floor swept / bins emptied / tools put away.
- Assist Running Prop Manager and/or Prop Workshop Manager in the unpacking / packing of shows either for storage or international productions.
- Cover colleagues at higher and lower grades when necessary.
- Carry out basic prop maintenance and liaise with line manager to organise larger repairs with the Prop Workshop.
- Work flexibly within a shift-based schedule, including at weekend and public holidays where required.



## Running Props Technician

### Person Specification

#### Required:

- Previous professional theatre experience in a prop capacity and an excellent understanding of current theatre practice
- The ability to communicate effectively and sensitively with colleagues and staff at all levels
- The ability to work as part of a team and independently, under minimum supervision
- A proactive, flexible, collaborative and conscientious approach to work with an open mind to new or different ways of working
- Excellent punctuality and a professional attitude.
- Excellent organisational skills, with the ability to multitask and work well under pressure

#### Desirable:

- Good prop maintenance skills
- Experience in repertory theatre
- Basic IT skills

At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

### Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
  - Confidential support available 24/7, 365 days a year for employees
  - Virtual GP & digital physio
  - Wellbeing portal including videos, podcasts, and factsheets on topics such as sleep, diet and exercise



### Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



### Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Pebble



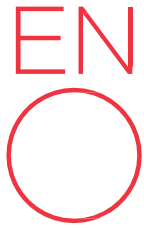
### Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



**“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”**

*Please note that some of these extras vary depending on contract type or duration.*



## Running Props Technician

### To Apply

You can apply for this role on our careers site.

We'll ask you for:

- A copy of your CV
- A cover letter

Due to the high volume of applications we receive, we are only available to provide individual feedback to those candidates who reach the interview stage.

#### Application Deadline

5pm, Tuesday 21 July 2026

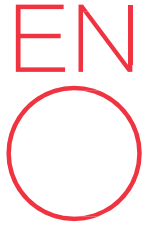
#### Interviews

Interviews will be scheduled based on candidate availability.

Applications



We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme or require any reasonable adjustments for the application process, please email [workwithus@eno.org](mailto:workwithus@eno.org)



## Backstage Secrets to Success

### Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

### Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

### Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

### Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

### Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

### Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

### Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

### In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

### Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on [workwithus@eno.org](mailto:workwithus@eno.org) so that we can ensure that the stage is ready for your performance.



### Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

### Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

### Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

### Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

### Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



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