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Sadler's Wells

Technical Production Manager



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern-day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

Artistic Programme

The artistic programme encompasses not only productions and presentations but also all our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Chief Executive through the Artistic Programming Board which includes the Executive Producer, Director of Artistic Programme, Artistic Programmer and Artist Development, Director of Learning and Engagement and General Manager of Breakin' Convention.

Sadler's Wells plays a significant role in the development of dance, bringing innovative and inspiring works to worldwide audiences. In the last 15 years, it has created 56 productions that have been enjoyed by over 2.2 million people in 48 countries.

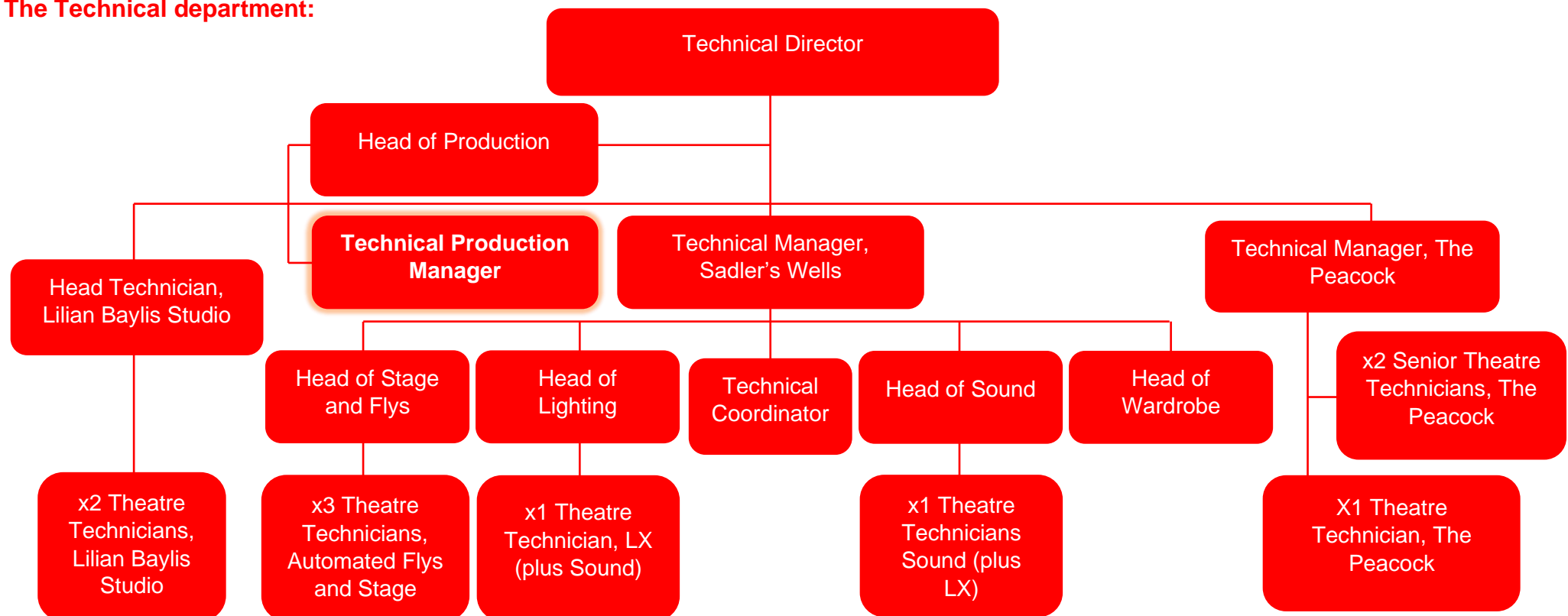
The Department

The Technical department is led by the Technical Director with Technical Managers for Sadler's Wells and The Peacock theatre, each of whom manage a team of permanent staff. Additional staff are recruited according to show requirements in each theatre.

The Technical Production Manager's principal duty is to undertake the production management duties of Sadler's Wells productions, projects and producing and touring work, ensuring that production and technical requirements for shows are met in a safe and professional manner and ensuring the highest standards of operation at all times.

The Technical Production Manager will report to the Head of Production who is responsible for the delivery of the technical and production elements of the shows, projects and tours.

The Technical department:



What are my responsibilities?

Collaboration & Leadership

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have at Sadler's Wells
- Collaborate positively with external producers, co-producers, artists and stakeholders, ensuring clear and effective communication in line with SW vision and values
- Lead, motivate, support and direct the staff for whom you are responsible
- Assist with the recruiting and managing of additional production managers and show related teams that may be engaged on a project-by-project basis for all other productions and touring work
- Assume responsibility for the technical and production management of Sadler's Wells productions, projects and tours
- Production manage selected productions according to the scheduling of the projects and shows both in the UK and abroad
- Actively contribute and constructively advise on the technical aspects of new productions, including budgeting, scheduling and viability studies
- Be responsible for assessing tour venues' capability of receiving productions at preliminary stages of development of the schedules, and to advise the Producing teams accordingly
- Work closely with the Head of Production to ensure compliance with licensing requirements in all venues and all countries for touring shows
- Prepare and circulate production and touring schedules in close consultation with all relevant production staff

Financial

- Manage Production budgets and ensure data and records on touring productions is kept up to date, including but not limited to technical specifications, staff records, tour venues, show video records and show weights/dimensions and other freight requirements
- Assist, organise and oversee the constructions of sets, props and costumes in line with production budgets

Efficiency & Effectiveness

- Attend design meetings as required, and to ensure key deadlines are met in consultation with the relevant creative teams
- Prepare touring technical specifications and undertake advance liaison with venues (when these duties are not delegated to and part of the specific duties of a tour production manager)
- Produce necessary Health and Safety documentation for projects and shows and as required, in the form of risk assessments, method statements, PAT records and safety certification of touring and production equipment
- Assist with the arrangement of freight transportation, carnets and international customs clearance for production material for shows touring abroad
- Assist with the maintenance of assets registers, stock and storage records
- Promote a positive approach to Health and Safety and safe working methods at all times, ensuring relevant Health and Safety legislation is applied effectively and appropriate risk assessments are carried out as require

General

- Be responsible for your own personal development and learning opportunities
- Undertake any other duties that may reasonably be required of the Head of Production as deemed appropriate
- Maximise income and minimize expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.



Who should apply?

You will be a flexible, practical person with excellent technical skills and experience in professional technical theatre work. You will be a strong leader, self-motivated and be confident in all aspects of the technical work associated with theatre staging, lighting and sound. You should be calm under pressure, a good problem solver and be able to work well as part of a team.

You will demonstrate the following skills, experience, and personal qualities:

Essential:

You will have substantial production management experience in the performing arts, to include:

- Excellent knowledge of Health and Safety and employment legislation
- Proven experience of commissioning and overseeing the successful build of sets
- Experience of commissioning the sourcing and making of props and costumes
- Excellent time management and experience in setting briefs and working with set, lighting, costume, sound and video designers
- Considerable experience of managing production budgets
- Proven ability to recruit and manage stage and technical teams
- International and UK touring experience
- Experience in organising freight transportation, international transit and carnets
- An appreciation of the needs of touring companies
- Excellent interpersonal skills
- Ability to work well under pressure in a busy environment
- Able to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- Willingness to work evenings and weekends as required
- Highly IT literate
- Good Vectorworks drafting skills
- Able to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them
- Committed to driving an inclusive and anti-racist culture in the organisation, and actively implementing ways to increase diversity in our workforce, programme and artists
- A strong alignment with Sadler's Wells' values, mission, vision and objectives

Additional, but not essential:

- Advanced Vectorworks skills
- Advanced lighting and relighting skills
- Knowledge of other programmes, such as Lighting and Audio visualisation packages
- Experience of working with dancers and choreographers
- Experience of national and international dance and opera companies
- Experience of working with artists or companies from abroad
- Experience of production managing events in non-theatrical settings (such as outdoor sites, or unusual locations)

Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of circa £37,000 per annum (depending on experience), working 40 hours per week, including paid meal breaks where scheduled. Working days can be any day of the week, days off will be scheduled appropriately in accordance with the changing requirements of the department and productions
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have several anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**This is an ongoing vacancy, and we aim to contact candidates on an ad-hoc basis.
Once a suitable candidate is appointed, this vacancy will close without further notice.**

