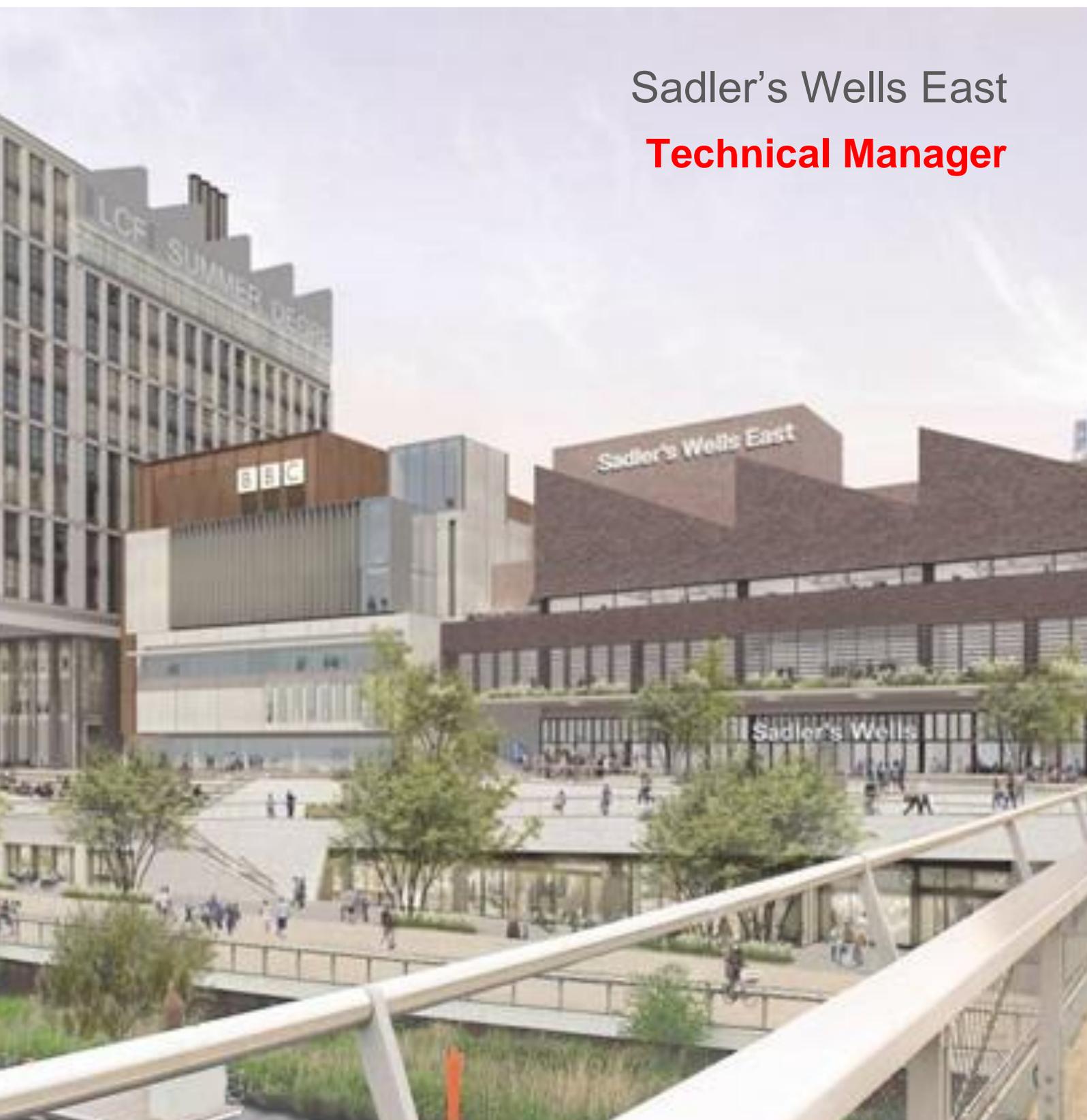


Sadler's Wells East  
Technical Manager

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Sadler's Wells East  
**Technical Manager**



## About Us

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 innovative 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.

More than 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. Today Sadler's Wells consists of the Sadler's Wells Theatre (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

Our fourth venue Sadler's Wells East will open fully in 2024 in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space is 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 forms part of a new cultural and education district, which also includes a major new University College London (UCL) campus and has direct links to the creative communities already based in east London.

Sadler's Wells' new space houses a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open in 2024 as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

## Our Values

### COLLABORATION



- We are encouraging and supportive
- We work as one team
- We listen
- We seek and value diversity of thought and practice
- We pool our knowledge, resources and creativity
- We create opportunities to work in partnership and minimise silos

### EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting, and impactful dance
- We are the best we can be each day, going above and beyond in our own way
- We continuously learn and develop our skills
- We operate sustainably by maximising our resources
- We hold each other accountable

### INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate our differences
- We remove barriers to access or equality
- We are actively anti-racist and address all forms of discrimination
- We engage and reflect the diverse community we are part of

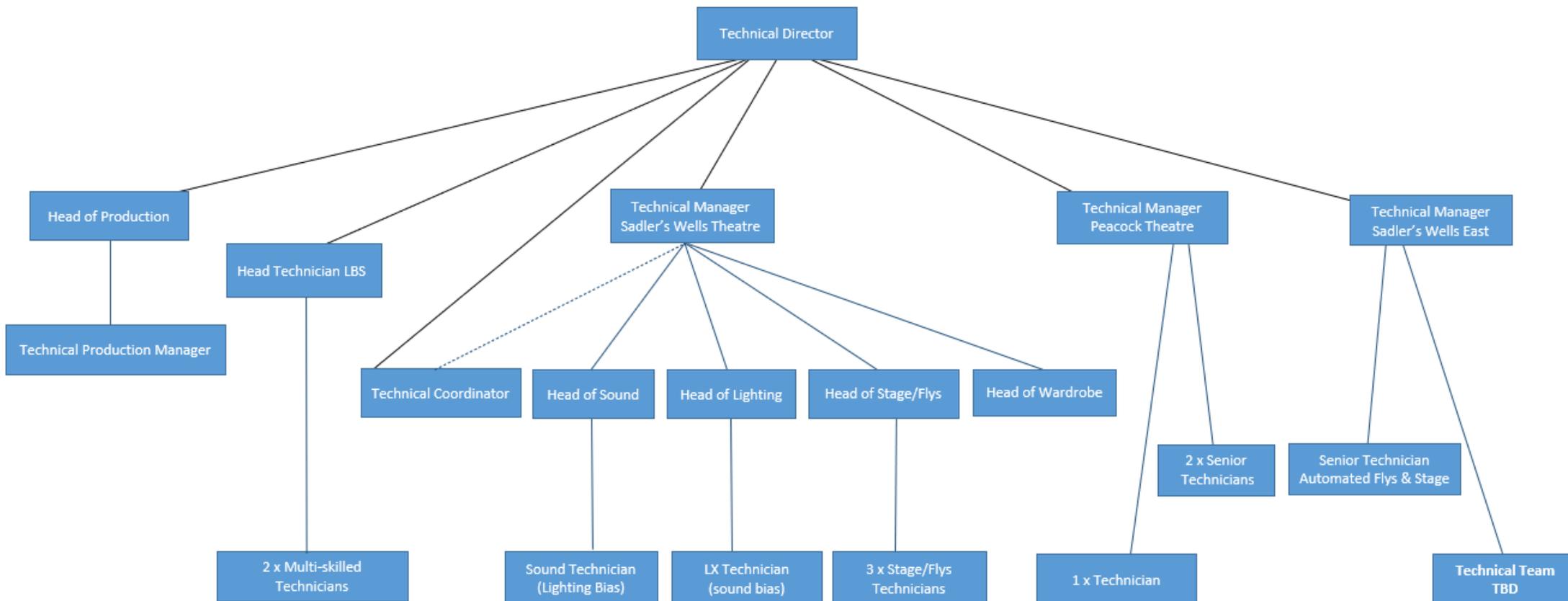
### INNOVATION



- We are curious and bold
- We find a better way in the everyday
- We challenge and question, asking 'why?' and 'why not?'
- We take creative and calculated risks
- We try new things and embrace change
- We learn and grow from our mistakes

## The Department

The Technical Department is also comprised of two Technical Managers for Sadler's Wells Angel and Peacock Theatres, as well as a Head Technician in the Lilian Baylis Studio, each of whom manage a team of permanent and casual staff.



## The Role

The role of Technical Manager for Sadlers Wells East will report directly to the Technical Director. The principal responsibility of the Technical Manager will be to oversee the Technical elements of the productions and presentations of shows and events at Sadler's Wells East, the role holder will line-manage colleagues to deliver the show and events to the highest possible standards. They will be responsible for the safe and efficient running of the theatre, studios, and its additional spaces. They will ensure the wider venues technical show equipment is maintained and operational and staffing resources are optimal to meet the aspirations of the artistic, Programming and Events teams. The position will hold excellent technical knowledge and ability and will be required to work in close collaboration with the other Technical Managers and offer support and assistance to other productions at Sadlers Wells Theatre Angel, Peacock Theatre, external sites, and on tour if necessary.

## What are my responsibilities?

### Operations

- Be responsible for the electrical, sound, lighting, stage, flying and all other show installations in Sadler's Wells East Theatre
- Maintain good relationships with licensing authorities and to ensure all legal and licensing requirements of the productions are managed proactively and documented appropriately
- Deputise for the Technical Director where necessary
- Liaise and negotiate with visiting companies and clients both before and during their season or shows to ensure the smooth running and budgetary control of all technical aspects of productions and events
- Production manage when required, to the highest standards any commercial events, shows or fundraising activities and to work in collaboration with the relevant in-house or external producer to ensure their successful delivery in a safe and professional manner.

### Collaboration and Leadership

- Liaise effectively and professionally with other departments within Sadler's Wells,

always maintaining a positive, proactive and collaborative approach

- Manage line reports effectively, and ensure their work is of the highest standard and their supervisory duties are being conducted effectively and appropriately
- Lead and motivate all technical staff, providing all relevant support and identifying training and development needs and opportunities
- Proactively create an inclusive and safe environment where our diverse workforce can reach their full potential.

### Efficiency & Effectiveness

- Manage the working hours of permanent and casual technical staff to ensure expenditure on premium payments and overtime is closely controlled
- Set objectives and standards for colleagues, ensure their work is safe and to ambitious standards, and to keep the Technical Director informed of any aspects of their performance and any relevant pastoral concerns
- Proactively manage the maintenance of services and equipment of the theatre and

at any other designated premises operated by the Trust to the highest standards, maintaining accurate records including technical specifications and asset registers, schematics and plans, and records for statutory compliance

- Promote a positive approach to Health & Safety, ensuring relevant Health & Safety legislation is applied effectively, appropriate risk assessments are conducted on a regular basis, and ensuring a safe physical working environment for all staff

### Financial

- Produce show and event costing spreadsheets & documentation, ensuring accurate and detailed reporting analysis across financial software and expense reporting.

- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.

### General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion, and Innovation, being aware of the influence and impact you can have in Sadler's Wells

Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours

- Undertake other duties as may be reasonably required.
- At all times to perform duties and responsibilities regarding Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include aiding 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?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

- A broad range of technical & production management skills, including negotiation and preparation for shows.
- Experience of budget management
- Proven advanced level of skill in at least one area of stage, automation, lighting, or sound.
- Proven secondary skills and broad knowledge of areas outside prime technical skill set.
- Experience of planning and managing technical maintenance effectively and ensuring the fabric and equipment of the theatre are maintained to the highest standards with the available resources.
- Exceptional knowledge of health and safety legislation, health and safety on productions, and a commitment to safe working practice. A Health & Safety qualification an advantage.
- Innovative approach to practical problem solving and workflow.
- Experience of managing staff including scheduling, training, and pastoral welfare
- Flexible attitude and able to work as part of a collaborative team.
- Ability to communicate effectively and courteously with a wide variety of individuals in distinct roles.
- Good computer skills
- Proficiency in AutoCAD, Vectorworks or similar design software
- Experience of collaborating with touring companies and / or venues
- Must currently hold the right to work in the United Kingdom
- Experience of working with mid to large scale productions
- Experience of touring Mid to large scale shows or experience of working in a large-scale receiving venue.

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

## 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.

- You will be offered a salary of £46,900 per annum based on a 35-hour working week, plus an additional paid meal break each day.
- Time of in Lieu - Additional time may be required to fulfil the function of the role (TOIL)
- 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 embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs.
- 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](mailto: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.

**We welcome all applications by 11:59pm GMT on Thursday 27<sup>th</sup> December 2023. Interviews will take place on Wednesday 3<sup>rd</sup> January 2024.**

