

Sadler's Wells  
Technical Director



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**Technical Director**



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## 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.

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 17<sup>th</sup> 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' staff.

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 academy, all planned to open at the end of 2022.



## The Role

The Technical Director is responsible for the management and delivery of technical theatre operations in all our venues within agreed resources and budgets. They manage the technical maintenance programme and recommend improvements to technical equipment as part of a capital investment programme. They will have the highest regard for safety onstage and promote industry best practice.

Responsibilities apply to Sadler's Wells, the Peacock Theatre, the Lilian Baylis Studio, and to offsite projects as well as our new theatre which will open to the public in 2022.

The Technical Director will act as the Health and Safety Advisor with specific responsibility for the work of the Technical Department and Production Health and Safety.

The post reports to the Executive Director and is part of the Senior Management Team.

### **Strategic and operational accountabilities:**

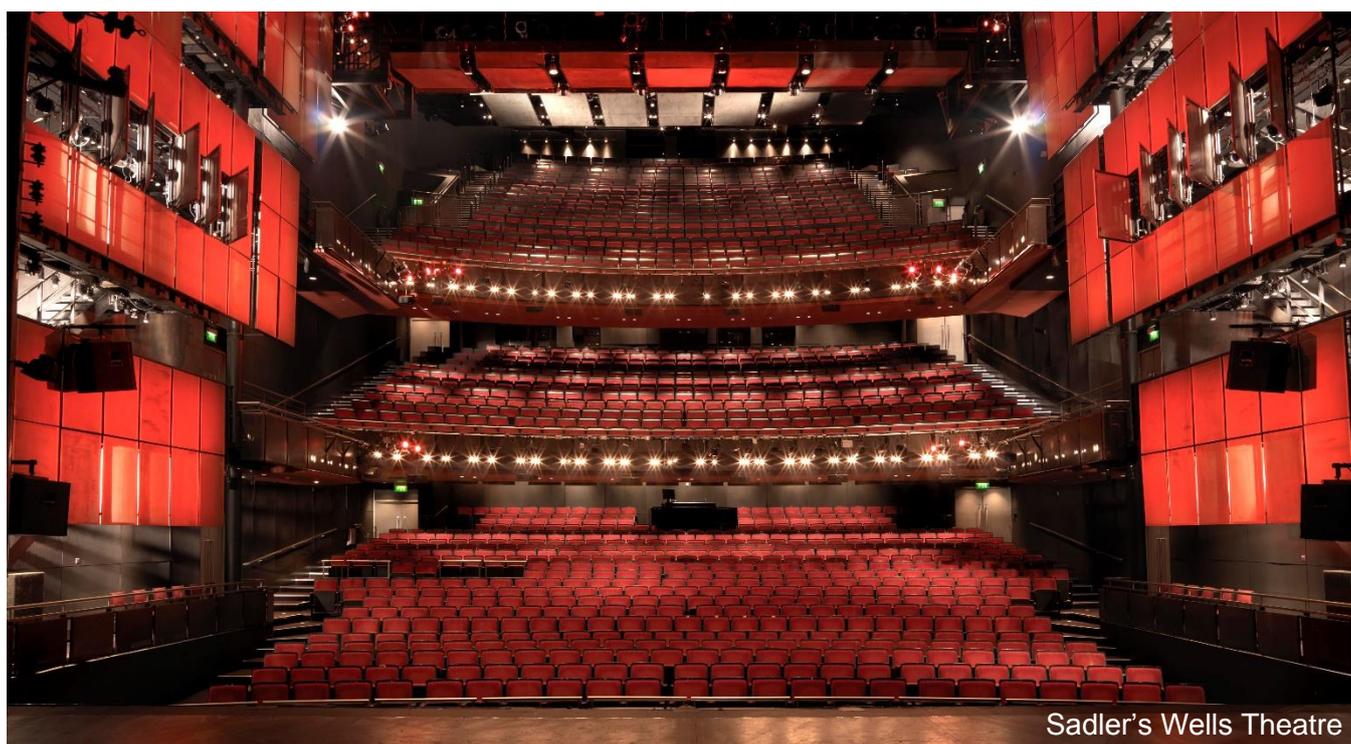
- Efficient and timely production planning, with effective resource and budget management.
- Provision of informed technical knowledge and analysis for Sadler's Wells to ensure the theatre is at the forefront of technical advances, and to plan for potential changes to practice with new technology and legislative requirements.
- Adherence to health, safety and welfare legislation, with a commitment to industry best practice and proactive leadership in the promotion of safe working procedures in all aspects of technical theatre.

### **The Department:**

The Technical Department is led by the Technical Director, with support from Technical Managers for Sadler's Wells main stage and the Peacock Theatre as well as a Head Technician for the Lilian Baylis Studio. Each of these lead a team with skills and job titles appropriate to their venue. The Technical Director also manages the Technical Coordinator. The department has 20 permanent employees with additional casual and freelance staff as required.

The Technical Director line manages the Technical Production Manager who works in the Producing and Touring Department. While this role also reports to the Executive Producer as the head of this department, the formal reporting structure exists to provide technical knowledge and production support for the Technical Production Manager and the technical touring teams.

The theatres are predominantly receiving on each stage with a busy programme of visiting companies and commercial hires. There is close collaboration with the Programming Department, Events and Producing and Touring as well as with artists to support their vision and delivery of their work.



## Key Responsibilities

### Productions

- Manage and plan the technical aspects of productions and presentations with the support of senior technical staff in each venue.
- Facilitate courteous and professional communication and negotiations with visiting companies and ensure the smooth running and effective budgetary control of all technical aspects of presentations.
- Ensure performances comply with licensing, fire, and health & safety regulations, and liaise with the appropriate authorities in a timely manner.
- Ensure that the department provides appropriate technical support and staffing within agreed budgets and resources for all presentations and productions.
- Maintain the highest health and safety standards in all aspects of technical theatre, provide strong leadership and clear communication of safety expectations to visiting companies and

associate artists for all productions on Sadler's Wells' stages.

### Operations

- Manage the staff of the technical department, ensuring that the work they carry out is consistently safe and to a high standard in all areas.
- Oversee the maintenance of all stage equipment owned or managed by Sadler's Wells, making informed funding recommendations as necessary and manage maintenance budgets.
- Collaborate with colleagues in the maintenance of the theatre particularly in areas of shared responsibility and stage engineering, including the automated flying system, the safety curtain, orchestra pit elevators, as well as the fabric of the auditorium.

### Leadership

- Provide clear, effective and visible leadership, motivating staff and identifying and implementing opportunities for their development.

- Regularly review and measure performance, set objectives and standards for assessment, and empower staff to achieve their objectives.
- Encourage a culture of proactive improvement and information sharing.
- Engage positively with apprenticeship and work placement programmes, working collaboratively and proactively with the HR Department to broaden opportunities for all.
- Drive initiatives to broaden diversity in the technical work force.

### Relationship Management

- Build strong and supportive relationships with visiting companies, associate artists, clients and other stakeholders including donors, schools and colleges.
- Foster excellent working relationships with colleagues and contribute to a culture of collaboration and mutual respect.
- Constructively contribute to negotiations and consultations with Trades Union Representatives.

### Health & Safety

- Act as Health and Safety Advisor working with the Health and Safety Lead, engaging positively with best practice in all aspects of technical work to foster a culture of continuous improvement.
- Be responsible for production health and safety on all stages, including but not

limited to the requirements of CDM 2015 and industry best practice.

- Comply with Health and Safety legislation and Sadler's Wells' safety procedures, reporting regularly to the Health and Safety Lead and the Executive Director.

### General

- Manage own learning and professional development and remain at the forefront of developments in theatre technology and best practice.
- Ensure financial reporting and monitoring procedures are kept up to date and in line with best practice and audit control.
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility.
- Support the Trust's Sustainability Policy and the delivery of the Sustainability Action Plan.
- 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 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' premises.

*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.*



## Person Specification

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

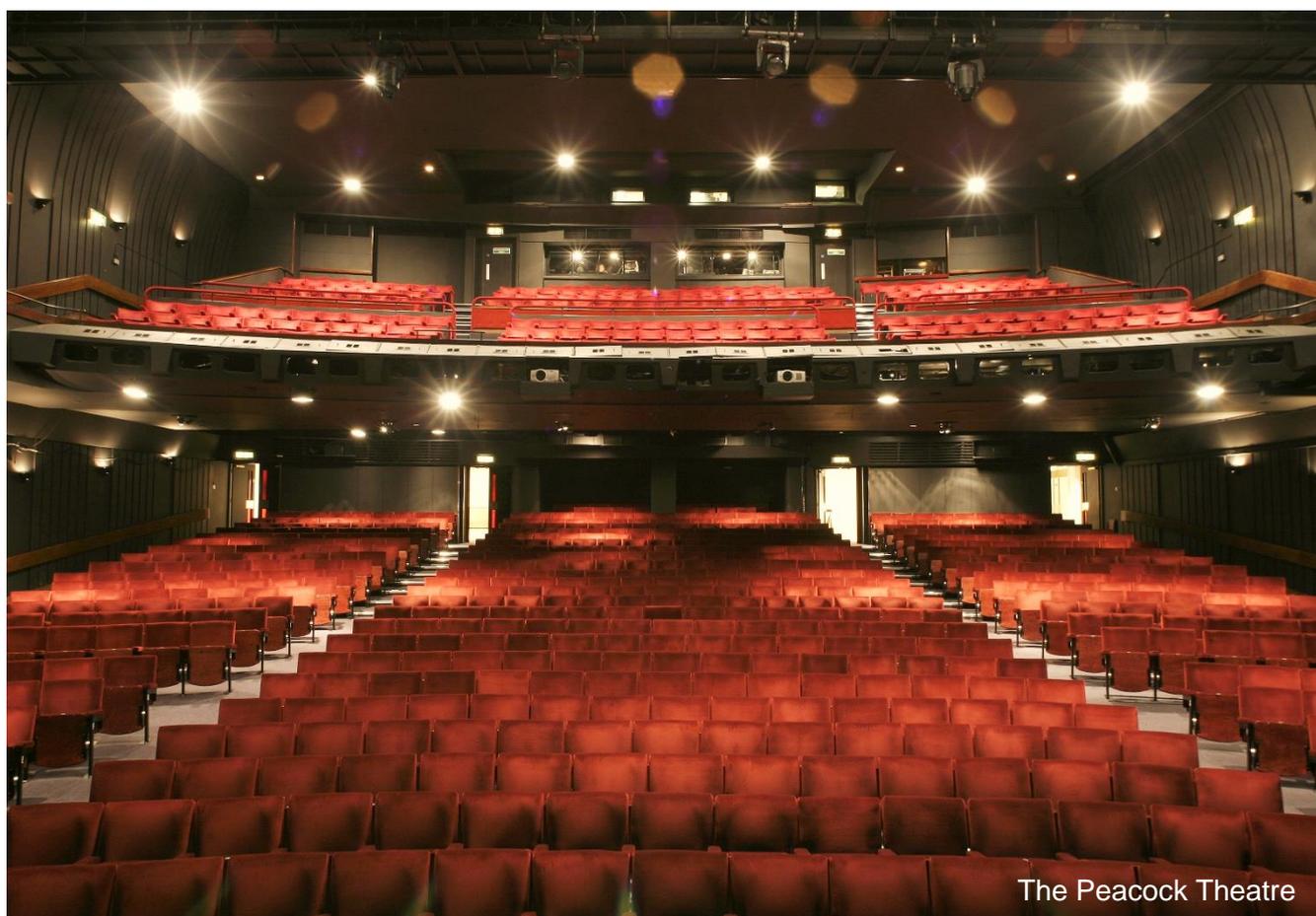
### Essential requirements

- A proven track record in technical management with a major receiving, producing, or touring organisation or venue.
- Excellent technical skills and understanding of new stage technologies.
- Demonstrable experience of leading multiple teams of technical staff.
- Ability to lead and manage several projects concurrently in the context of large scale theatre operations.
- Demonstrable commitment to working safely with excellent understanding of Health and Safety legislation and the requirements of CDM 2015.
- IOSH qualification and proven leadership of Health and Safety issues in a production setting.
- Good financial management skills with experience of managing budgets.

- Excellent communication and relationship management skills, able to work collaboratively and motivate staff in a pressurised working environment.
- Able to demonstrate a commitment to diversity and inclusion.
- Convincing presentation and interpersonal skills, with the ability to negotiate with a broad range of stakeholders
- A strong empathy with Sadler's Wells' values, mission and objectives.

### Desirable requirements

- NEBOSH National General Certificate (or equivalent).
- A proven track record in senior technical management with a major receiving or producing venue working in dance, theatre, or opera.



The Peacock Theatre

## Terms and conditions

Competitive salary, dependent on experience. You will be working 35 hours per week, with the addition of paid breaks where appropriate, taking into account the requirements of the production schedule. Working days can be any day of the week, depending on the changing requirements of the department and productions, but in most cases will be 5 working days out of 7.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

### The company offers:

- Employee Assistance Programme (EAP) – Free confidential support service.
- Season Ticket Advance – Interest free loan to purchase a home to work travel ticket.
- Cycle to Work Scheme.
- Death in Service Benefit – Equivalent to twice your annual salary.
- Staff discount at Garden Court Café.
- Discounted performance tickets (subject to availability).

### Making an application

A job description and person specification are included in this document. Read this carefully and if you are interested in applying for the position, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit your application by 11.59pm on Sunday 17 November 2019. Late applications will not be considered.**

**Interviews will take place week commencing Monday 25 November 2019.**