

# chichester festival theatre

## Technical Director

Responsible to: **Executive and Artistic Directors**

Responsible for: **Head of Stage and Technical, Head of Lighting, Head of Sound, Head of Costume, Prop Store Coordinator, Head of Props (seasonal), Green Book Coordinator**

Contract: **Full-time, permanent**

Salary: **£60,000 - £70,000 dependent on experience**

### Job Purpose

Providing high quality leadership in all areas of Technical Production and Premises Management to facilitate the effective running of Chichester Festival Theatre and its operations.

Providing strategic leadership, in conjunction with CFT Producers and Production Management, for the realisation of all physical production requirements for CFT productions in Chichester, on tour and for transfers.

### Key Responsibilities

#### Productions

- Actively engage with the physical design process of every CFT production and provide the necessary guidance to freelance production managers and creative team members.
- Take a strategic lead with Executive and Artistic Directors and relevant producers, for the operational delivery of CFT productions and co-productions, in-house, on tour or transfers, ensuring exemplary standards of production management and effective technical administration within agreed timetables and budgeted cost parameters.
- Take a strategic overview of the development of technical equipment, services and infrastructure to ensure CFT remains pioneering and leading in the sector.
- Overall responsibility for ensuring the operation and maintenance of all theatre performance technical equipment located throughout the organisation.
- Work internally to forecast risk, manage workloads, and maintain clear lines of communication with internal and external stakeholders.
- Induct freelance production managers, taking into consideration their needs and experience levels.
- Collaborate with producers and production managers to monitor and manage design deadlines, and other parameters, as agreed for each production.
- Collaborate with the producing team on the engagement of creative team members and production managers.

#### Planning

- Work alongside the Executive and Artistic Directors and Producer(s) with regards to overall programme and production planning.
- Contribute to the overall planning process of CFT, identifying any technical or capital resource required.

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## People

- Provide leadership, information, advocacy, advice, support, guidance, instruction and training to ensure the Production Team maximise their potential and their input to the charity. As a line manager, ensure the well-being, motivation, professional development and satisfactory conduct of staff. This includes the development of Personal Development Plans for each member of the Team.
- Identify opportunities for the Production department to collaborate with colleagues, to develop and ensure best practice across CFT's backstage work, communicating our commitment to developing our staff.
- Create opportunities for Seasonal and Casual staff that allows them to develop skills to have a career pathway in the Theatre, should that be what they want.
- Create a manpower plan for the production department working with the Head of Production to develop a workforce that can deliver its annual schedule of work and future-proof CFT.
- Look at ways to develop a more inclusive department, creating opportunities for people from the Global Majority to come and work at CFT.
- Lead on CFT's technical apprenticeship programme, identifying opportunities for growth. Provide information to the Development team in support of funding applications to trusts and foundations.
- To be responsible for the supervision and coaching of your management team, setting goals and expectations and providing feedback at annual performance reviews.

## Leadership

- As a member of the Senior Leadership Team (SLT), to share responsibility for the formulation of company policy, mission, vision and values and their strategic implementation.
- Represent CFT at internal, external and industry events at a national and international level.
- Develop relationships with peers in other national and international theatres to ensure CFT remains a leader in the sector and provide sector support to others where required.
- Represent CFT to external stakeholders including UK Theatre, remaining up to date with industry developments.
- Ensure that you and your staff have a clear understanding of the aims of Chichester Festival Theatre including CFT's commitment to the Case for Change and Sustainability plan and of the standards expected of their work.
- Feedback information from SLT to the Team, ensuring that all department members are fully aware of activity and operations of the Theatre that directly affect the department.

## Financial Management

- In conjunction with the Executive and Artistic Directors and Producer(s), prepare expenditure budgets for Technical staffing, production expenditure and production overheads, liaising with appropriate departments as required.
- In conjunction with the Executive Directors, Finance & Commercial Director, Head of Customer Operations and Facilities Manager, develop the rolling Capital Expenditure plan for all CFT projects.
- Take overall responsibility for reforecasting budgets in conjunction with the Technical Manager.

## Health & Safety

- Work closely with the Head of Customer Operations to ensure plant, services, security, safety and fire detection systems are maintained and managed efficiently by the Building & Site Services department and take strategic views on improvements and capital project opportunities.
- Stay up to date with, and ensure compliance with relevant legislation, particularly the Health and Safety at Work Act, Working Time Directives and CDM regulations.
- Ensure that the Production and Technical departments are fully compliant with Health and Safety regulations.

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## **Theatre Green Book**

- Act as CFT's senior lead on the development of the environmental policy, action plan and the adoption and development of Theatre Green Book practices for buildings, operations and productions.

## **Responsibilities as a Senior Leader**

- Work with colleagues to ensure smooth running of the Theatre and that all opportunities to improve are maximised.
- Review and monitor personnel resource needs across the team and work with the Executive Team to establish posts accordingly.
- Recruit, select and appraise relevant staff within company guidelines and policies.
- Ensure that you and your staff have a clear understanding of the aims of Chichester Festival Theatre, including CFT's commitment to the Case for Change and Sustainability plan, and of the standards expected of their work.
- Follow company guidelines and procedures for determining, monitoring and accounting for departmental budgets.
- Undertake the day-to-day management of Health and Safety procedures as set out in the Health and Safety Policy of Chichester Festival Theatre.
- Feedback information from SLT to the Team, ensuring that all department members are fully aware of the activity and operations of CFT that directly affect the department.

## **Responsibilities of all staff members**

- Be aware of the work of the other departments in the achievement of CFT's aims.
- Take an active part in communicating and co-operating with other staff and departments.
- Follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records.
- Work in accordance with the Equal Opportunities policy of CFT.
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work.
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental and/or company aims.
- Be an active ambassador for CFT, its aims, objectives and values.
- Maintain a clean and safe working environment at all times.
- Commit to CFT's environmental policies to reach carbon net zero and collaborate with us in finding innovative solutions towards more sustainable theatre-making.

All other reasonable duties as may be requested from time to time by the Executive and Artistic Directors.

The current policy of Chichester Festival Theatre is to present productions in Chichester and elsewhere. The Technical Director will be required to live in or around Chichester and be prepared to travel if necessary.

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## Person Specification

### Essential Criteria

- Significant experience in a Production or Technical Manager role within a producing theatre
- Extensive understanding of all production department workflows in a producing theatre environment
- Proven experience of working collaboratively with and supporting creative teams
- Project management skills, including experience of managing multiple projects simultaneously
- A sound understanding of planning and scheduling of production and technical activities
- Proven understanding of technical theatre, stage craft and technology
- Excellent communication skills and a high attention to detail
- Outstanding leadership skills with the ability to inspire and motivate teams
- Experience of budget setting, monitoring and reforecasting
- Personal resilience and the ability to work effectively under pressure
- Computer literate, including Microsoft Office and Autocad
- Proven track record of and commitment to managing Health and Safety
- A passionate advocate of theatre being for everyone regardless of background and means
- Understanding of and commitment to equity, diversity and inclusion
- A commitment to following and advocating for The Theatre Green Book and commitment to reaching Carbon Net Zero

### Desirable Criteria

- Qualification on Health and Safety such as NEBOSH or IOSH
- Professional experience as a Production Manager
- Experience of capital projects either as lead or as client representative
- Experience of drafting in Autocad 3D or other software platforms
- Prior experience in developing new talent including supporting apprenticeships and traineeships

## How to apply

To apply, please send a CV and letter of application or video, detailing your relevant experience and what you believe you could bring to this role and to our organisation, to [recruitment@cft.org.uk](mailto:recruitment@cft.org.uk) with reference **2411TD** in the subject line. Your letter of application should be no longer than three sides of A4.

Deadline for applications:

**Friday 29 November 2024, 5pm**

First round interviews on

**Thursday 12 December 2024**

Final interviews on

**Wednesday 18 December 2024**

Please contact Gillian at [recruitment@cft.org.uk](mailto:recruitment@cft.org.uk) if you would like to have an informal chat about the role in advance of your application.

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If you need a change to be made so that you can make your application, please contact us at [recruitment@cft.org.uk](mailto:recruitment@cft.org.uk). Please tell us what changes or help you might need e.g. you may need wheelchair access at interview, or if you're d/Deaf, a BSL interpreter. We are here to support you.

We're an Equal Opportunities employer. We embrace and celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives and skillsets. We passionately believe that the more diverse and inclusive we are, the better we'll be as a company, an employer, a community hub and a theatre. To ensure that this policy is fairly implemented we would be grateful if you would please complete our anonymous [Equal Opportunities Survey](#). This allows us to compile statistics about our workforce and applicants, including information on representation of protected characteristics. The responses are not able to be tracked back to an individual. Responses you give us will assist us in our commitment to equality, diversity and inclusion at CFT.

CFT is committed to safeguarding and protecting the children and young people we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure a range of policies and procedures are in place which promote safeguarding and safer practice across our organisation.

All appointments are made subject to satisfactory reference and proof of eligibility to work in the UK.

## Further Information

For more information about working at CFT please download our job pack from our website [cft.org.uk/about-us/jobs](https://cft.org.uk/about-us/jobs)

Your application correspondence and data will be received and handled by employees at Chichester Festival Theatre at Oaklands Way, Chichester PO19 6AP. We'll use this information for recruitment purposes only, to check your suitability for the job. You can access, amend or erase your data by contacting [people@cft.org.uk](mailto:people@cft.org.uk) within six months of the job closing date, after which your data will be erased by us. By applying, you consent to our data handling, but you can withdraw or file a complaint by contacting [people@cft.org.uk](mailto:people@cft.org.uk)