

**chichester
festival
theatre**

Working at CFT

Technical Director Candidate Pack



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About us

Chichester Festival Theatre is renowned for the exceptionally high standard of its productions as well as its work with the community and young people.

Our main house Festival Theatre produces ambitious epic dramas and world-renowned musicals; our smaller Minerva Theatre is particularly noted for its bold, provocative new writing alongside more intimate revivals.

The annual Festival season runs from April to November, during which 9-12 productions originated at Chichester reach an audience of over 230,000. Year-round programming by our Executive team continues through the winter with the Theatre presenting high-class touring productions, as well as a traditional Christmas show mounted by our acclaimed Chichester Festival Youth Theatre.

Inclusivity is at the heart of our work and we welcome all to enjoy and participate in a variety of theatre experiences, firmly established at the heart of our local community whilst growing our reputation nationally and internationally.

We are fortunate to enjoy the support of a large number of loyal Friends who have a deep commitment to our work on and off the stage. Our Learning, Education and Participation (LEAP) programme is a beacon of excellence and inspiration to its local audience.



Our Story

When Chichester Festival Theatre opened in 1962, it was Britain's first modern thrust stage theatre. Between 1962-65, under its first artistic director Laurence Olivier, CFT provided the nucleus for the newly established National Theatre company.

A major project to restore and upgrade its Grade II* listed building was completed in 2014, and the Theatre now proudly matches its world-class artistic reputation with world-class facilities and spaces.

Over the past five decades, myriad productions originated at Chichester have transferred to the West End or toured nationally and internationally, from musicals to significant new plays and classic revivals.

Transfers include *Caroline, Or Change*, with Sharon D. Clarke recreating her Olivier Award-winning performance in London and New York; Laura Wade's

The Watsons; Ian McKellen in *King Lear* (also broadcast internationally by NT Live); James Graham's *Quiz*; and a UK and Ireland tour of Rodgers and Hammerstein's *South Pacific*. Our 2022 production of Steven Moffat's *The Unfriend* transferred to London, and *Crazy for You* opened in June 2023 at the Gillian Lynne Theatre.

In 2022, to celebrate its 60th anniversary, CFT staged its largest Festival to date with new plays by Alecky Blythe, Steven Moffat, Kate Mosse and Christopher Shinn, three musicals, seven co-productions and an array of special digital and community events.

'Chichester Festival Theatre hosts world-class performances, bringing some of the top shows on tour and curating its own exciting programme of events'
Metro



King Lear Photo Manuel Harlan

Our Vision, Mission And Values

At Chichester Festival Theatre, we create inspiring experiences that bring people together – on and off the stage. We want to light a spark in everyone who experiences our shows, inspiring joy and a deeper understanding of the world around us. We transform lives with our industry-leading community

participation programme, and strive to be a theatre where everyone can find their place and their voice. We will always aspire to excellence; boldly push boundaries; seek and support current and future voices; and ensure everyone feels that they belong.

Creatively ambitious

Creativity is at the heart of everything we do. We aren't afraid to push boundaries in pursuit of our vision and to take risks, shaping the future of theatre.

Community driven

We are rooted in our community, aiming to inspire and delight through our work on and off the stage. We bring people together and encourage everyone to try something new.

Inclusivity champions

We are welcoming, open and inclusive to all, fostering a collaborative and respectful environment.

Sustainably minded

We support and strengthen sustainability on all fronts: artistic, environmental, organisational and financial.



Our Aims

We strive to bring people – artists and those who support artistic work – together in an environment where creatively they can flourish. Alongside our tradition of producing great plays with great actors, CFT seeks out innovative and exciting voices in order to explore newer forms of theatre, alongside our traditional repertoire.

We are committed to supporting individuals in developing their creative, artistic, personal and social skills alongside a life-long enjoyment and appreciation of the arts. Our ambition is to promote inclusivity, accessibility and diversity, and to ensure rich opportunities for all people, regardless of age, culture and social background, to feel inspired, challenged and excited by the arts.

In 2022, we launched our Case for Change which will guide the development of a new equity,

diversity and inclusion policy alongside a multi-year strategy to embed change.

'Chichester Festival Theatre is one of the most welcoming theatres I have had the pleasure of working in. The culture at CFT provides an intellectual and physical space for excellence, rigour and experimentation, and the team are willing to do what it takes to engage new audiences. It is a most creative and stimulating building that offers something for everyone.'

Nicole Charles, Director,
Sing Yer Heart Out for the Lads

'One of the best places outside London to catch high-quality drama'

Sunday Times

Sing Yer Heart Out for the Lads Photo Helen Murray



Our Communities

CFT is committed to taking its work well beyond the Theatre to engage and inspire people of all ages, and explore what we can offer to people who may not find it easy to watch a performance in the usual way. We aim to break down any physical, mental, emotional, and cultural barriers that prevent theatre from being accessible to all, and provide a range of options for everyone to feel comfortable coming to the Theatre. These include CFT Buddies, Dementia Friendly, Relaxed and Access Performances.

The Learning, Education and Participation (LEAP) team creates and delivers a year-round programme of practical workshops, projects and events engaging all people of all ages, abilities and backgrounds. It operates under two key strands: Children and Young People (CYP) and Community.

Our work in the community makes a significant contribution to wellbeing and our focus moving forward is to support mental health as we acknowledge the ongoing challenges that many sectors of our community, especially young people, continue to face. In 2022, we welcomed a new Creative Therapist to our team to help support this important work.

'I have long opined that Chichester's LEAP team is one of the best theatre education programmes in the country, with an institutional commitment to education which includes county-wide youth theatre, mental health and dementia friendly initiatives, talks, discussions and much more.'
Susan Elkin, Ink Pellet

'We have two world-class theatres on our doorstep, and everybody should have a chance to enjoy them'

CFT Buddy volunteer

CFT Buddies Photo Carl Pendle



Young People

CFT prides itself on its work for and with young people, enabling a new generation of audiences and theatre-makers to engage with our work and share their own stories.

Our Prologue scheme offers 16-30 year olds £5 tickets to all Festival productions and selected Winter shows and West End transfers. Prologue members also receive access to exclusive events, talks, and masterclasses, and a team of Prologue Ambassadors work with the Theatre to promote this scheme. A new staff-led initiative has also seen the launch of a monthly late-night events programme, attracting a younger and more diverse audience.



Our award-winning Chichester Festival Youth Theatre works with 850 young people a week across eight locations, including two groups for young people with additional needs. We also work with Young Carers, unaccompanied asylum seekers and children in hospital.

We also offer apprenticeships, work placements, and traineeships.

Working alongside the Board of Trustees, our Youth Advisory Board is instrumental in making the Theatre a more dynamic and welcoming place for young people.

A Sustainable CFT

We aim to be bold in addressing the climate crisis. Led by our staff Green Committee, we champion sustainability, advocate for a greener future and are actively working to reduce our impact on the environment. In 2022 we were nationally recognised by Visit England, receiving the Gold Award for Ethical, Responsible and Sustainable Tourism.

We are proud that since 2020 we have celebrated each opening night by planting a tree on Oaklands Park – 25 trees to date. Alongside this we have planted a wildflower meadow to increase biodiversity and create a positive wellbeing space for all.

In support of the goals of COP26 we invited the community to join us in spelling out the word COMMIT, and our recent Carnival of Lights celebrated the environment with

a sea of lanterns paraded through the streets of Chichester.

We encourage innovative and sustainable digital design processes, made possible with 3D LiDAR scans of our auditoriums, deliver Carbon Literacy Training to CFT staff, and are currently trialling the Theatre Green Book baseline standard to support industry-wide learnings.

Everyone at CFT can get involved, share their ideas and support us in a greener future.

‘Love @ChichesterFT who are doing great things to improve its sustainability’
Theatres Trust

Photo Tim Hills



People

CFT has a dynamic and collaborative working environment. Many of our departments are based in an open plan office wrapped around the Festival Theatre stage, with views onto Oaklands Park, ensuring we work closely together and establish strong and mutually supportive relationships.

We have 80 permanent staff in roles ranging from Technical and Producers to Finance, Marketing to Theatre Management, Development to Building Services, and Learning, Education and Participation. Every department is integral to the Theatre's work and our world-renowned productions.

During the Festival season we welcome additional staff to our Technical departments, including Wigs and Wardrobe, Props, Stage, Lighting and Sound. Many people return each year but we always enjoy welcoming new faces too.

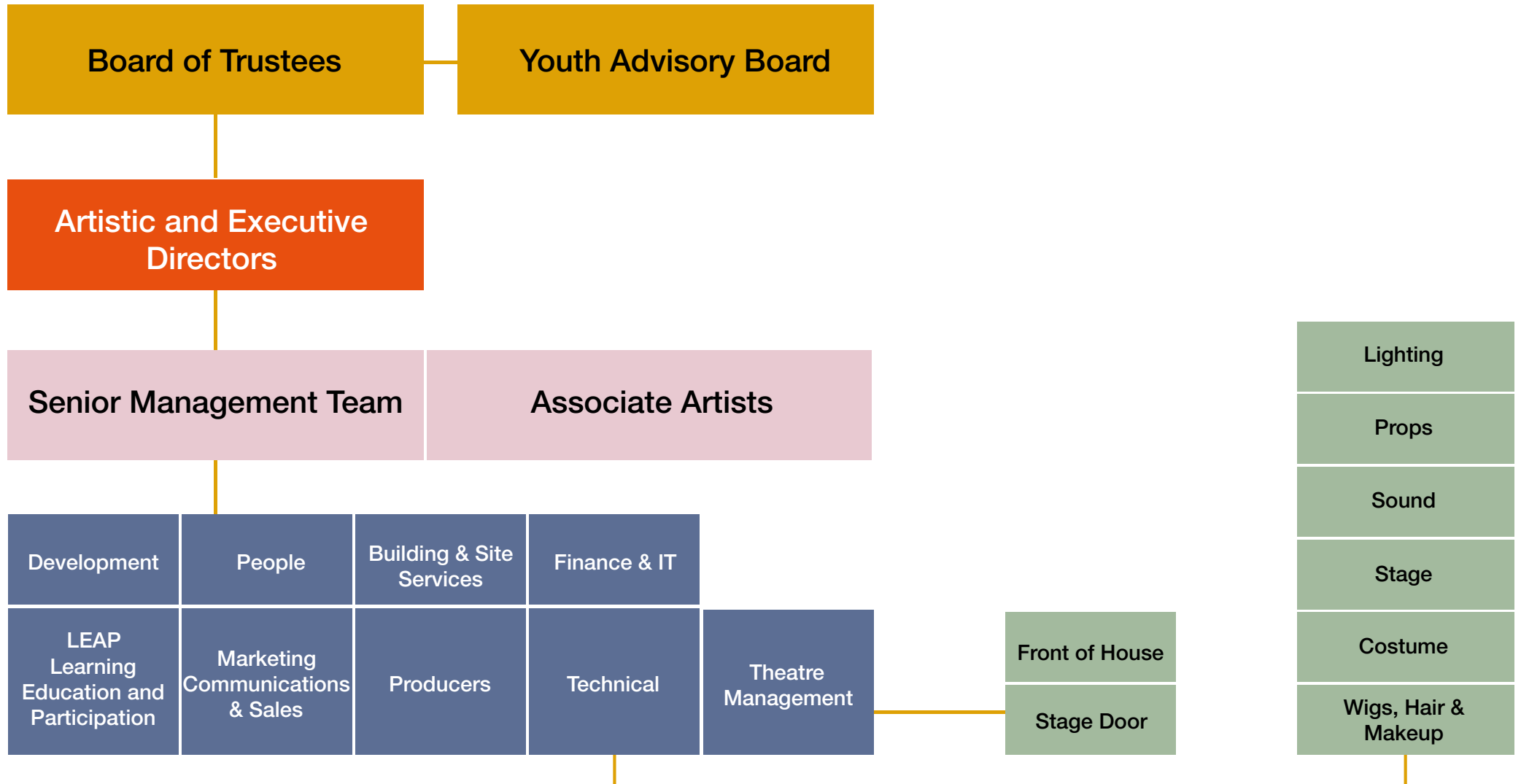
Regular company meetings hosted by the Artistic and Executive Directors and a staff intranet keep us in touch with what's happening, and throughout the Festival season there are meet and greets with the acting companies and the opportunity to attend press nights, parties and other social events. CFT believes professional development is important for all our staff; training and short courses are encouraged and readily available.

'Every department strives to achieve excellence and there is joy running throughout the building'
Samantha Spiro, actor

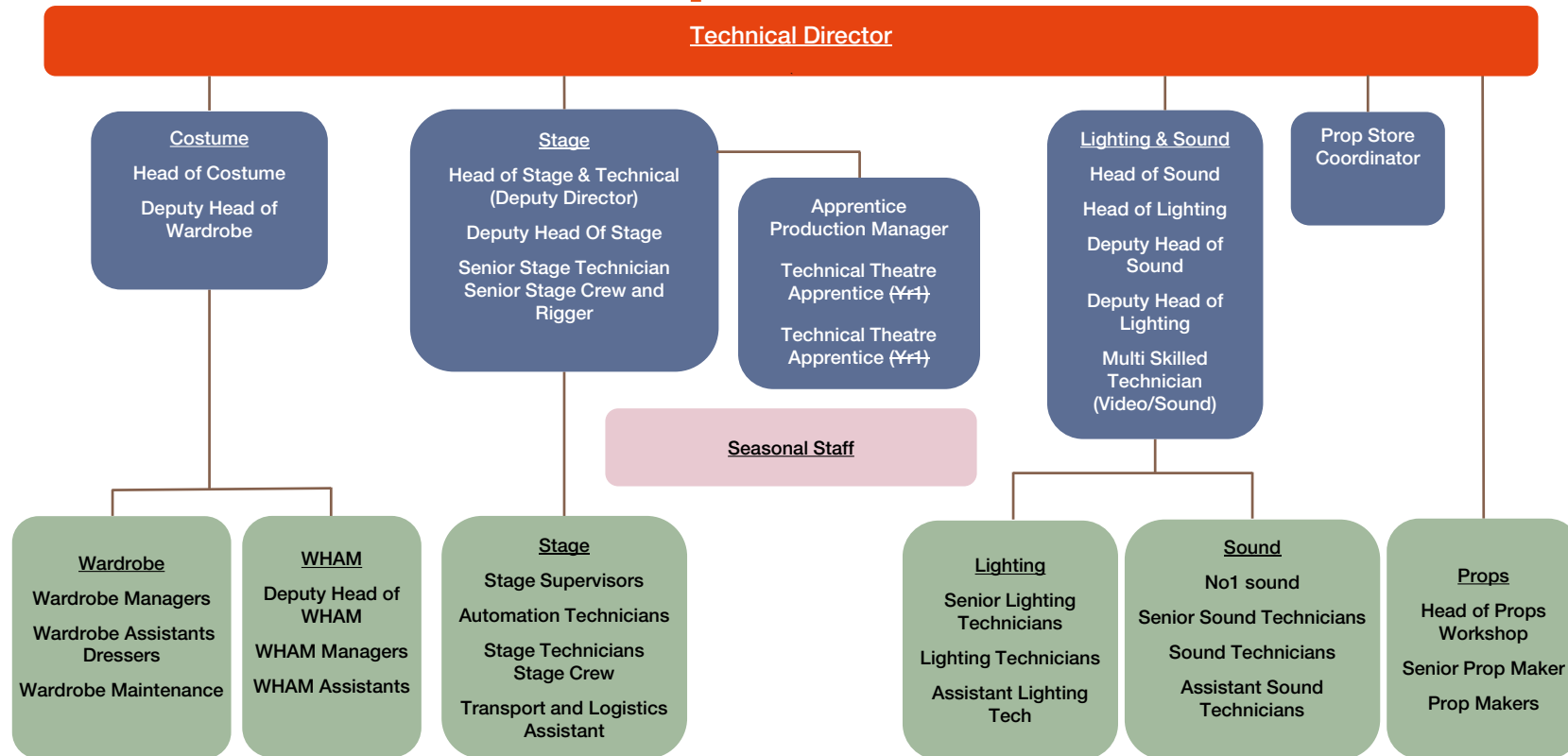


Photo Tim Hills

Organisation Structure



Technical Department Structure



The Technical and Production department is an integral part of CFT, responsible for realising all shows and events across the site throughout the year. There is a small full-time team across the Lighting, Sound, Stage, Props and Costume disciplines, augmented by up to 60 additional staff who are recruited seasonally as required by the productions. The department ensures that productions created at CFT between April and November, as well as the touring productions hosted over the winter months, are created and run efficiently and effectively across our two modern, well-equipped theatres and other spaces on site.

CFT produces a varied mixture of drama, musicals and world premieres, and the team gets the opportunity to work with the country's leading creative artists. Many of CFT's productions transfer to London or tour nationally and internationally. Throughout the year, CFT also hosts a number of other events and activities with which the department is fully engaged.

The Technical Director provides strategic leadership of the department across all of its work, as well as working on the Senior Leadership Team to develop and deliver CFT's mission, vision and values in line with its business plan and ACE NPO objectives.

Technical Director

The Technical Director is responsible for the strategic leadership of the Technical team, and together with the CFT Producing team and Production managers will deliver CFT productions from concept through to delivery in Chichester, the West End and on tour. They will also oversee the delivery of presented work in the Winter Season.

This role will provide effective leadership in all areas of Technical Production delivering to CFT's environmental strategy and facilitating the effective running of the theatre and its technical operations.

As part of their responsibilities, the Technical Director sits on the Senior Leadership Team and contributes towards shaping the organisational strategy, leading departmental reviews, setting goals, promoting teamwork, managing risk and solving complex challenges.

The ideal candidate will have significant experience as a Production or Technical Manager within a producing theatre, with comprehensive knowledge of production workflows and technical theatre practices.

They must demonstrate strong project management skills, adeptly handling multiple projects and effectively scheduling production activities. Proven experience in supporting creative teams and a collaborative working style are essential, alongside excellent communication skills, meticulous attention to detail, and the ability to lead, inspire, and motivate teams.

Key skills include budget management, resilience under pressure, and a robust understanding of Health and Safety protocols, with proficiency in Microsoft Office and AutoCAD. The candidate should also be a committed advocate for inclusive theatre, equity, and environmental responsibility, supporting CFT's goals for diversity, access, and sustainability, including alignment with the Theatre Green Book and carbon net-zero targets.



Technical Director

Key responsibilities

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.

Work internally to forecast risk, manage workloads, and maintain clear lines of communication with internal and external stakeholders.

Actively engage with the physical design process of every CFT production and provide the necessary guidance to freelance production managers and creative team members.

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.

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.



Technical Director - 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 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

Download the full Technical Director Job Description at cft.org.uk/jobs

Chichester

Surrounded by beautiful countryside and sandy beaches, Chichester boasts a rich heritage alongside modern convenience.

Chichester has a full range of both major chains and independent shops, bars, coffee shops and restaurants. Attractions include Pallant House Gallery; the Cathedral; Goodwood's famous motorsport events and horseracing; an excellent independent cinema and a Cineworld; the family friendly Weald and Downland Open Air Museum; and historic splendours such as Arundel Castle and Petworth House.

A 10-minute drive north takes you to the heart of the South Downs National Park, or south to the stunning beaches, with miles of walking and cycling trails.

The major cities of Brighton and Portsmouth are less than an hour away, and trains to London take 100 minutes.

Chichester Lantern Parade Photo Tim Hills



Equal Opportunities

At CFT we are dedicated to championing equity, diversity and inclusion, and this is reflected in the work we do. In 2017 we were the first theatre in the UK to have a companion scheme, CFT Buddies, and we were also one of the first to livestream shows to local hospitals. In 2019 we were the first theatre to introduce Polish interpreted performances for family friendly shows, and in 2021 we began our Dementia-Friendly performances.

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 help us monitor our progress in attracting a diverse workforce we would be grateful if you would please complete our Equal Opportunities survey provided in the separate job description.

Chichester Festival Theatre is committed to safeguarding and protecting the children and young people we work with. We ensure a range of policies and procedures are in place which promote safeguarding and safer practice across our organisation.



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 with reference **2411TD**. 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 if you would like to have an informal chat about the role in advance of your application.

If you need a change to be made so that you can make your application, please contact us at 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.

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



'The jewel in the crown
of regional theatres'
Daily Telegraph

A photograph of the Chichester Festival Theatre at night. The building is illuminated, with the name 'CHICHESTER FESTIVAL THEATRE' displayed in large, white, illuminated letters on a dark horizontal band across the upper part of the facade. The architecture features a prominent cantilevered upper section and a lower section with vertical slats. A large crowd of people is gathered in the foreground, some blurred due to motion, suggesting a busy event. The sky is dark, and the overall atmosphere is vibrant and social.

CHICHESTER FESTIVAL THEATRE

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Chichester Festival Theatre Photo Philip Vile