



JOB DESCRIPTION

ROLE: Head of Technical

CONTRACT: Permanent

SALARY: c. £50,000 per annum

WEEKLY HOURS: 40

REPORTING TO: Director of Producing

RESPONSIBLE FOR: HOD's Lighting, Sound, Workshop, Stage, Wardrobe and Wigs, Hair & Make up. Freelance Technical Staff & Casuals

Job Overview

Head of Technical will lead the technical and production teams in achieving the highest production standards for our artistic programmes, collaborating with creative teams and ensuring that our practices are safe, compliant and responsible. The role is focused on delivering an artistic, innovative and effective approach to the planning and deployment of the production departments resources across the Theatre's programme of work across all our spaces and including our Creative Engagement programme and Commercial events and activities.

The Head of Technical will lead, develop and manage the permanent and temporary technical, stage and making teams including Lighting, Sound, Stage, Wardrobe and Wigs, Hair and Make-Up, as well as working closely with freelance production colleagues. They will drive a highly skilled, efficient, cost-effective production and technical operation.

This role will collaborate with the senior team to ensure that the Theatre and its spaces are an inspiring and imaginative place to develop and deliver our entire programme both now and in the future.

Main Duties & Responsibilities

- Line manage Production Heads of Departments, setting clear goals and objectives, and providing robust support around mutually agreed performance, developmental and wellbeing aims.
- Oversee the realisation of the physical production elements for all RET produced work to the highest standards. Ensure all production activities across all our spaces are compliant with H&S regulations and RET policies, and that clear and accurate risk assessment and monitoring is maintained at all times.
- Work with the Director of Producing and Co-CEOs to develop production budgets, advising on all aspects of technical production budgets.

- Manage the individual technical production budgets to ensure expenditure is controlled and any budget issues are flagged to the Director of Producing and Executive Director at the earliest opportunity.
- Work with all Heads of Departments to set and monitor production department budgets (including overheads), ensuring RET processes and controls are followed and that accurate financial information is reported to the Finance Department within pre-agreed timelines.
- Ensure that all productions are staffed and resourced to the highest standards, and that they are delivered within pre-agreed timelines and budget.
- Work with the Artistic Director and Director of Producing, to schedule all design and production processes, and manage schedules to ensure delivery is achieved within agreed deadlines and budgets.
- Work closely with Director of Producing to develop and set parameters for the creative teams in order to both understand and realise their ambitions whilst ensuring prudent budget management for the organisation.
- On occasion to act as Production Manager on RET production/co-productions.
- Oversee the planning and logistics for technical support underpinning RET's Engagement programmes.
- Ensure Technical quotations for equipment and labour are delivered as required to support the work of the Commercial Hires team ensuring events can be delivered to the highest standards and recharges are made in a timely manner.
- Ensure all production staff comply with Health and Safety legislation and Company policies, and work with the HR Department to administer the relevant training programmes and initiatives.
- Work with the Director of Producing to support the appointment of all freelance Production Managers
- Ensure that the RET's technical equipment, resources and facilities are monitored and maintained to policy-standard, and schedule and supervise the RET's annual Production maintenance programme of all performing spaces and related equipment.
- Oversee the maintenance and good housekeeping of equipment, facilities and stock within our Swan Street workshop and costume hire, and Seagull House equipment and production store.
- Collaborate with the Director of Operations in the management of the RET's Capital Asset Maintenance Plan, and together ensure that all Production equipment is adequately insured.
- Alongside the Director of Operations lead the RET's Environmental strategy, specifically delivering against the Green Book objectives.
- Support the Co-CEOs and the Director of Producing on developing potential co-productions and co-commissions, strengthening existing partnerships and developing new ones.

Person Specification

Essential:

- Substantive track record in technical and production management in a fast paced producing venue environment
- Proven high level experience of leading and managing teams, including Production and freelance teams.

- Up to date knowledge of technical theatrical production or relevant and proven knowledge from equivalent fields.
- Experience of Production Management
- Experience of budgeting and monitoring technical/production budgets and exercising financial control.
- Proven experience of interpreting technical plans and drawings from CAD plans
- Knowledge of Health & Safety legislation, guidance, practical implementation and risk assessment (IOSH qualified)
- Proven ability to plan short, medium and long-term projects concurrently.
- Ability to manage multiple projects, to prioritise and problem solve under pressure and time-constraints.
- Excellent computer literacy and written and verbal communication skills.
- Commitment to championing representation and inclusion with a proven ability to work with people from a wide range of backgrounds

Duties & responsibilities of all team members

- Be aware of other teams' work, to help achieve RET's aims. Work well with teams across the organisation.
- Work to the RET's Code of Behaviour, Anti-Harassment & Anti-Bullying Policy, and Equality and Diversity policy and help to achieve the Theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the Company.
- Take part in training sessions as required.
- Take part in ongoing evaluation and reflection of our work.
- Support RET's sustainability aims.
- Develop learning around different cultures and be conscious of the barriers people face coming to the Theatre. Aim to provide a considered experience for all RET visitors.

What we will provide

- A supportive, inclusive and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities.
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing.
- A stimulating and creative workplace where everyone's opinions and ideas are welcomed.
- Competitive salaries and opportunities to contribute to pensions.
- Access to mental health and wellbeing services.