



HAMPSTEAD THEATRE RECRUITMENT PACK

TECHNICAL DIRECTOR

Thank you for your interest in the role of Technical Director at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to jobs@hampsteadtheatre.com.

The deadline for applications is **midday on Monday 26 March**.

DIVERSITY STATEMENT

Hampstead Theatre aims to reflect the diversity of contemporary England, both in the work presented on stage and the audience we attract. A commitment to diversity will ensure the theatre remains relevant, resilient and culturally productive. To shape the future mainstream, we must ensure we engage with artists from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre. This is especially important for a theatre located in one of the most diverse and deprived areas of London.

A commitment to diversity must be reflected throughout the organisation; not just in the work, but in the diversity of our board of directors, staff and artists; the accessibility of the physical building; and positive messaging and communications. The Company is opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds and we welcome applications from candidates from all backgrounds.

ACCESS STATEMENT

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.



THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.

Our belief: To entertain with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Abi Morgan, Rona Munro, Shelagh Stephenson, Debbie Tucker Green and Roy Williams – to name just a few. Original thinkers, every one.

We're still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like Sunny Afternoon to mould-breaking plays like #aiww: The Arrest of Ai Weiwei, Di and Viv and Rose, Wonderland and Chariots of Fire. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London's newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It's from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It's part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here's to the future – it belongs to those who cherish originality.



RECENT AWARDS

Fiona Doyle's *The Strange Death of John Doe* is a finalist for The Susan Smith Blackburn Prize 2018

Branden Jacobs-Jenkins wins the Critics Circle Award for Most Promising Playwright 2018 for *Gloria*

Hampstead Theatre won Gold at The Corporate Engagement Awards for its play *Firebird* and its collaboration with The Children's Society

James Fritz wins the Critics Circle Award for Best New Playwright 2016

Sunny Afternoon wins Best New Musical at The Olivier Awards 2015

Sunny Afternoon wins Best Actor at The Olivier Awards 2015

Sunny Afternoon wins Best Supporting Actor at The Olivier Awards 2015

Sunny Afternoon Outstanding Achievement in Music Award at The Olivier Awards 2015

Four Minutes Twelve Seconds by James Fritz nominated for best Affiliate Theatre at the Olivier Awards 2015

Hampstead Theatre wins London's Best Theatre at The Stage Awards 2014

Beth Steel wins Most Promising Playwright Award at The Evening Standard Awards 2014

WHAT THEY SAY ABOUT OUR PLAYS

'Hampstead is on a roll' *Telegraph*

'Hampstead Theatre has high-flying confidence under Artistic Director Edward Hall' *Evening Standard*

'Hampstead is perhaps the most reliably interesting theatre in the country' *Daily Mail*

'Sparkling scripts and great casts' *Metro*

'London's innovative Hampstead Theatre' *Vogue*



Job Description: **TECHNICAL DIRECTOR**

Responsible to: Director of Operations & Associate Producer

Responsible for: Head of Lighting, Head of Stage, Deputy Head of Lighting, Deputy Head of Stage and all casual wardrobe, stage and electrics staff.

Purpose of Post

The Technical Director heads-up Hampstead Theatre's production department and is the first point of contact for enquiries to the production department. The Technical Director supports freelance production managers and creative teams with the realisation of the design for all Hampstead productions, co-productions and visiting productions, advising them of the facilities and resources available at Hampstead Theatre.

The Technical Director is responsible for line managing the production department and for scheduling and rostering according to the building's activity.

Overall Responsibilities as Technical Director

STAFFING

- Line-managing, scheduling, recruiting and supervising all production staff, making best use of their time and keeping an accurate record of hours worked.
- Recruiting Production Managers for all Hampstead shows.
- Approving all timesheets for in-house and casual production staff, including crew, wardrobe, stage managers and actors and ensuring these are processed accurately and quickly and within budget.
- Ensuring the training needs of production staff are reviewed as appropriate, especially with respect to health & safety regulations.

HEALTH & SAFETY

- Implementing and overseeing Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Identifying hazards and completing suitable risk assessments for all production related activities.



- Working with visiting Production Managers to ensure that risk assessments are completed for all productions within the building.
- Ensuring that all Health & Safety maintenance and training records relevant to the department are completed and communicated to staff.
- Ensuring the production process is compliant with CDM regulations.
- Acting as a member of the Health & Safety committee and occasionally chairing meetings.

MAINTENANCE AND DEPARTMENTAL EXPENDITURE

- Ensuring a schedule of maintenance for all stock lighting and stage equipment is in-place.
- Overseeing annual and strategic production department expenditure and ensuring this is within the annual budget.
- Developing medium and long-term plans to accommodate Hampstead Theatre's technical requirements.

PRODUCTIONS AND OTHER ACTIVITY

- Liaising with Production Managers on realising all technical aspects of productions and helping to identify cost savings and economies.
- Responding to requests for technical information and support for all Hampstead Theatre activities, both internally and externally.
- Overseeing the scheduling and recruitment of casual staff for productions including wardrobe, stage management, stage and lighting crew.
- Supporting Stage Managers in the carrying out of their duties, especially ensuring they are inducted into the building and understand in-house systems and procedures.
- Ensuring all backstage areas are kept tidy and maintained in an appropriate manner.
- Reconciling and monitoring show and departmental expenditure including tracking supplier accounts, credit card expenditure and petty cash claims.



- Delivering all technical aspects of ad hoc events such as fundraising galas and festivals.
- Considering equality, diversity and access in all activities undertaken by the production department.
- Considering how the production department's activities impact the environment and implement improvements to reduce environmental impacts.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Equal Opportunities, Health & Safety and other policies at all times.
- Carrying out administrative work generated by the above activities.

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

- Previous experience of production management or heading a stage, electrics, sound or other technical department within a producing theatre environment.
- Thorough knowledge of delivering all aspects of productions.
- Previous experience of working with and supporting creative teams.
- Proven leadership skills, with an ability to encourage and motivate staff.
- Excellent financial skills with previous experience of managing budgets and reconciling expenditure.
- Excellent understanding of relevant Health & Safety legislation, technical standards and CDM regulations with experience carrying out and implementing risk assessments
- Experience drafting with CAD.
- Highly organised.
- Ability to anticipate and resolve problems.
- Creative thinker.
- Excellent communication skills.
- Able to remain calm whilst working under pressure.
- Available to work evenings and weekends.
- Computer literate.



TERMS AND CONDITIONS

This is a full-time permanent position, with a three-month probationary period.

Salary: for an informal conversation about salary expectations for this role (or any other queries) please contact Neil Morris, Director of Operations on neilm@hampsteadtheatre.com.

A normal working week consists of 43-hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holiday entitlement is 28 days annual leave plus Public Holidays.

Other benefits:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.