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## Job Summary

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### Technical Director

- Responsible to:** Executive Director and Artistic Director
- Responsible for:** Heads of Stage, Sound, Lighting and Costume, Production Coordinator. Other freelance production staff including but not limited to all external production managers responsible for Young Vic productions and projects; fixed term contract production roles such as Production Manager (Studios); key production casual and other technical staff appointed to productions
- Salary:** £53 - £55,000 per annum dependent on experience
- Hours:** 35 per week / as necessary to fulfil the duties of the post. Normal office hours are 10am – 6pm Monday to Friday, but the Technical Director will at times be required to work weekends and evenings for the proper performance of their duties
- Contract:** Permanent full time
- Holiday:** 25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30.
- Notice period:** 3 months following a probationary period of 6 months

#### The Technical Department:

The purpose of the Technical Department is to deliver all the technical elements of the Young Vic's programme – this includes our productions, projects and events, in the main house, studios, digital 'stages', and across the creative engagement and talent development departments. The Technical department builds strong relationships with freelance and in-house creative teams and other artistic personnel to deliver their creative vision within the agreed timescales and budgets, to the highest possible standards. The Technical department also upholds an inclusive, collaborative culture, committed to our journey towards becoming an actively anti-racist organisation; and will champion sustainable practice and the delivery of productions to Green Book standards.

# Young Vic

## About the Young Vic

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The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

# Young Vic

## About the Young Vic

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**We are led by the creativity of our people and the limitless possibility of imagination.** We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

## Job Description

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### Technical Director

#### Overall Purpose:

The Technical Director position is a vital leadership role within the Young Vic, responsible for realising the Young Vic's productions and projects, on time and in budget, across all our theatre spaces, digital stages, and within our creative engagement and talent development departments (Creators Program and Taking Part).

The Technical Director manages the Technical department and sets a positive, collaborative working culture across in-house and freelance working environments, identifying and developing talent, and assessing staff training needs. The Technical Director is also responsible for ensuring all of the Young Vic's spaces, company stores and technical equipment are maintained and evolve to fit future needs.

The key areas of the Technical Director's role include:

- Working with the Executive Director, Artistic Director and producers (across all departments) to manage staffing and financial resources for the technical and Health and Safety aspects of all productions (Main House, Studio, on tour) including supporting Production Managers (in house and freelance) to deliver.
- Ensuring that all creative teams, visiting companies, artists, community members, participants and students (across all spaces) feel supported in the building and receive the highest level of technical support at all times.
- Ensuring that the creative and technical needs of Taking Part and the Creators Program are met with a high standard of technical support across all productions and projects.
- Working internally to plan well, forecast risk, manage workloads, and maintain clear lines of communication with internal and external stakeholders.
- Leading on the Technical department's anti-racism skills development and training, setting expectations around behaviour and language; modelling inclusive recruitment practice; and representative succession planning.
- Leading on the Technical department's drive towards carbon and energy reduction and delivering productions to Green Book standards.
- Acting as an engaged and proactive member of the Senior Management Team contributing to all aspects of the company's strategic plans
- Contributing to the development of the company programming schedule, capital development plans / budgeting and maintenance planning.
- Representing the Young Vic to external industry stakeholders including HSE, BECTU and UK Theatre, remaining up to date with industry developments in collective bargaining agreements, Health and Safety legislation and Covid-19 legislation.
- Identifying and developing opportunities for the Technical Department and production staff to collaborate with colleagues - including Taking Part and Creators Program staff - to develop and ensure best practice across our backstage work, communicating our commitment to diversifying our casual workforce.

# Young Vic

## Key Responsibilities:

### Productions

- To ensure all technical aspects of the theatre's programme (including Taking Part and Creators Program) are staffed and resourced to the highest possible standards and delivered on time and within budget.
- To build strong relationships with production casuals, creative teams, performing companies, other production staff and co-producers.
- To appoint and induct freelance production managers, taking into consideration the needs of each project.
- To ensure all Young Vic productions operate in line with UK Theatre Equity, BECTU & MU collective trade agreements (Subsidised Theatre) and house agreement variations.
- To collaborate with project producers and production managers to monitor and manage design deadlines and other parameters as agreed for each production, and, where applicable, each livestream capture.
- To develop a robust and evolving recruitment strategy that ensures core staff, freelancers, and casuals are representative of London's demographics specifically (but not exclusively) relating to ethnicity, gender and socioeconomic background.

### Planning

- To lead the resource management of the Technical Department, adapting and adjusting to institutional planning needs - sometimes at short notice.
- To contribute to the overall planning process of the theatre, forecasting additional technical or capital resource in advance.
- To work collaboratively and proactively with the Taking Part Department and Creators Program in the technical planning and resourcing of their work and productions.
- To ensure the theatre's technical equipment, resources and facilities are properly managed, maintained and evolve to fit future needs.
- To attend company planning and scheduling meetings providing technical advice and information on Young Vic activities.
- To foresee changes in practice or strategic opportunities, including best practice from other theatres and sectors, which will contribute to Young Vic resilience

# Young Vic

## **People Management**

- To lead the Technical Department team, setting clear objectives for performance and development, and assess training needs.
- To ensure that the team is able to plan and deliver productions across the three theatres digital stages, and within our creative engagement and talent development departments (Creators Program and Taking Part).
- To ensure all projects are staffed to ensure delivery within agreed parameters, in a timely, safe, and collaborative way.
- To identify leadership potential, skills development opportunities and actively build a professional, motivating and collaborative culture across the department.
- To recruit new members of the Technical Department permanent, freelance or casual adhere to the Young Vic's inclusive and representative best practice at all times.
- To be an advocate for careers in technical theatre, collaborating with internal and external stakeholders to remove barriers to accessing the sector, showcase skills and identify pathways available to working at the Young Vic.
- To contribute to and help meaningfully develop the Young Vic's Young Associate scheme. To line manage and mentor the Young Associate (Production) ensuring a supportive and inclusive training opportunity and overseeing their skills development throughout their placement at the Young Vic. (Young Vic Young Associate (Production) is an apprenticeship opportunity within the department).
- To be responsible for all staff welfare (inc. access requirements, mental and physical health needs) within the department, seeking advice and support from Head of People where required.
- To be responsible for and oversee all grievance issues within the department, collaborating with Head of People as required.
- To oversee all contracting and payroll issues within the department.

## **Anti-Racism, Inclusion, Sustainability**

- To lead on department anti-racism skills development and planning, setting expectations around behaviour and language. Cultivate and develop a positive, anti-racist working environment for everyone, ensuring in house staff, technical casuals and freelancers are able to speak up and be heard in a workplace free from discrimination.
- To actively foster an inclusive environment and culture
- To lead on the Young Vic's transition to carbon reduction and sustainable practice from the perspective of technical and production work, including staying abreast of the Green Book and ensuring training across the team where necessary

# Young Vic

## **Financial Management**

- To forecast, manage and reconcile the annual core costs of the Technical Department reporting to the Finance Director monthly.
- Working with production HODs, set and monitor all budgets for the Technical Department ensuring organisational controls are adhered to and accurate financial information is delivered to the finance team in a timely manner.
- To support the planning and forecasting of production budgets and control financial risk.
- To plan and deliver the annual maintenance programme (all theatre spaces and equipment).

## **Health and Safety**

- To take responsibility for Health and Safety back of house and on stage across all productions and events, ensuring annual health and safety inspections are kept up to date.
- To ensure standards of safety and legal compliance are maintained throughout the Technical Department and across all rehearsals, productions, events and projects, maintaining accurate records at all times.
- To Risk Assess (or oversee the risk assessment of) all productions and projects, advising and supervising any and all production Health and Safety requirements.
- To work in detail with the production managers to meet all current H&S requirements for each production and auditorium design.
- To lead on the implementation of Construction Design Management protocols and guidelines and continue to embed relevant practices and procedures across the organisation.
- To attend and actively participate in the Young Vic H&S committee, supporting H&S reviews, policy development and action plans as required.
- To report to HSE any RIDDOR reportable accidents or incidents as required.
- In conjunction with the Operations Director, Head of Theatre Operations and Facilities Manager to be responsible for the effective implementation of the company's Health and Safety policy within the theatre.
- To liaise with Lambeth planning or licencing teams as required, acting as the Young Vic's representative in production areas and ensuring the Young Vic complies with the conditions of its premises licence where it relates to production.
- With the Head of Theatre Operations, to provide and maintain a safe environment for audiences at all times.
- To assess and advise on capital/ fixed asset needs; manage the company's storage requirements and technical assets register; and supervise the management of the props and furniture stores (on and off site).
- To take an active role in any future major capital works, providing technical expertise in the development of any proposals.
- To be a designated key holder for the theatre if required

# Young Vic

## General

- To maintain excellent department archives, working with Producing, Marketing and Operations to ensure appropriate materials are sent to the V&A Archive
- To ensure the effective flow of all production and technical information within the department and across the organisation
- To be an active and supportive member of the Senior Management Team and wider staff team.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- Any other reasonable duties that arise to fulfil the objectives of the Young Vic

Please note the job description for this position may be reviewed and amended to incorporate future business needs.



## Person Specification

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### Technical Director

#### Essential Skills

- Significant experience of working at a senior level in the technical department of a producing performing arts company.
- Experience of leading and managing teams including freelance production and stage management teams. This includes an awareness of employment best practice and mental health at work.
- Evidence of effective leadership skills including staff development, ally-ship, the ability to work with a wide range of partners at various levels of seniority.
- Experience of engagement with ambitious creative teams and the theatrical production process.
- A thorough knowledge of staging/rigging/scenery techniques, lighting, sound and automation systems.
- Up to date, in-depth working knowledge of health and safety legislation (HSE, CDM) (incl. COVID-19) and its practical application.
- Ability to creatively problem-solve complex production scenarios.
- Experience of union and UK Theatre trade agreements (BECTU, Equity, MU).
- Knowledge of the Theatre Green Book
- Evidence of a commitment to and understanding of equality, diversity and inclusion and the passion to support an actively anti-racist workplace culture.
- Strong budget management skills and experience.
- Excellent and effective communication skills.
- Ability to work under pressure.
- Highly developed administrative and organisational skills with the ability to manage and prioritise in situations of conflicting demands.
- Excellent IT skills, including CAD.
- Experience of managing general maintenance issues within a performance space or venue.
- First Aid qualification.
- IOSH trained.

#### Personal Attributes

- A passion for and commitment to artistic excellence, multi-disciplinary works, sector talent development, creative engagement work
- A leader who is able to think strategically and contribute across the organisation, and to inspire team members.
- A strong communicator who will work in partnership with other senior management to achieve joint objectives.
- A commitment to inclusion, learning and skills development.
- A commitment to achieving high standards with the resources available.