

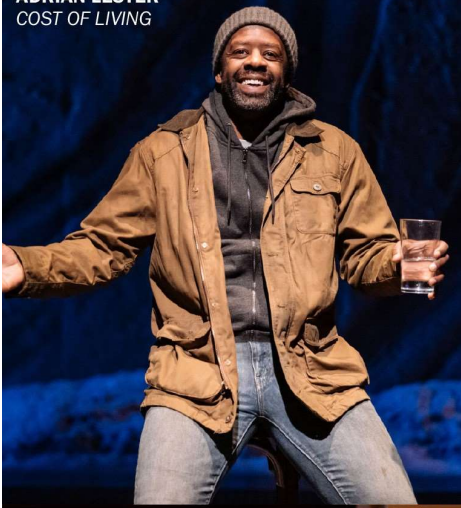


JOB PACK

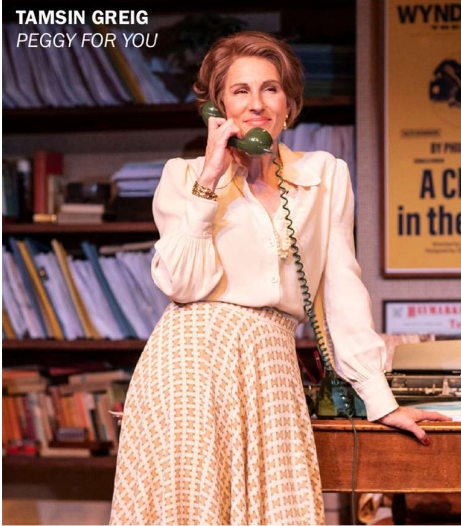
TECHNICAL DIRECTOR



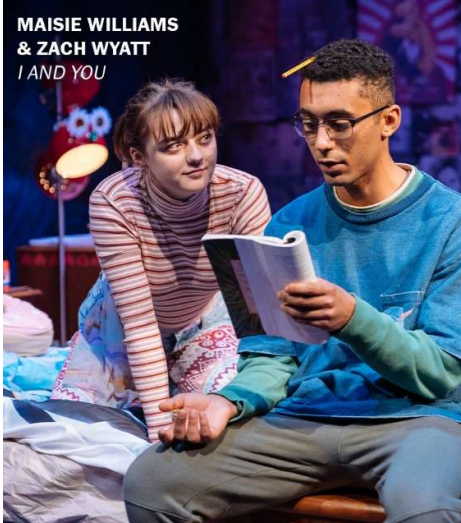
ADRIAN LESTER
COST OF LIVING



TAMSIN GREIG
PEGGY FOR YOU



**MAISIE WILLIAMS
& ZACH WYATT**
I AND YOU



**DANNY SAPANI
& TIFFANY GRAY**
BETWEEN RIVERSIDE AND CRAZY



JOB PACK TECHNICAL DIRECTOR

OUR MISSION

Welcome to Hampstead Theatre where we champion the original, presenting world-class work on two ever-transforming stages. Since its earliest incarnation in a simple hut over 60 years ago, Hampstead Theatre has always attracted outstanding talent, from Harold Pinter, Mike Leigh, and Tom Stoppard to Nina Raine, Roy Williams and Beth Steel - innovators and original thinkers, every one.

As one of London's leading producing theatres we showcase the very best of what's new; taking pride in the premiere of an astonishing debut, an inventive reimagining of an existing work, or an enthralled first-time audience member. We present plays that are ingenious, surprising and accessible.

Our state-of-the-art home is in North West London, offering West End production values – but with tickets at a fraction of the cost. We believe in thought-provoking stories that are intelligently told, leaving audiences entertained and exhilarated. We're passionate about our work, and we can't wait to share it with you.

WORKING TOWARDS AN INCLUSIVE CULTURE

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, in the colleagues who work here in whatever capacity and in the audience we welcome. Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

DISABILITY CONFIDENT EMPLOYER

All d/Deaf and/or disabled candidates who demonstrate they meet the essential criteria in the person specification will be invited for interview.

If you require this job pack in another format (eg large print, audio), please email jobs@hampsteadtheatre.com.

If this application process is not appropriate for you due to your access needs, please contact us to discuss an alternative approach by emailing jobs@hampsteadtheatre.com.



IMELDA STAUNTON
GOOD PEOPLE



SIMON RUSSELL BEALE
MR FOOTE'S OTHER LEG



RAY FEARON
& CLARENCE SMITH
THE FIRM



MYANNA BURING
ANTHROPOLOGY



HOW TO APPLY

Application deadline: **midday on Monday 10 March 2025.**

To apply for the position,

1) Email your CV and cover letter to jobs@hampsteadtheatre.com with the reference **TD** in the subject line.

In your cover letter, please outline why you are interested in the role and how your skills, knowledge and experience relate to the person specification.

2) Complete the following form:
<https://forms.office.com/e/BjkWZvUrSy>

The form will ask you for your personal details and details of two referees.

3) Complete the personal characteristics form:
<https://forms.office.com/e/s1VvphTjfT>

JOB DESCRIPTION

Job title:
TECHNICAL DIRECTOR

Reports to:
EXECUTIVE DIRECTOR

Responsible for:
HEAD OF LIGHTING AND SOUND, HEAD OF STAGE, DEPUTY HEAD OF LIGHTING AND SOUND, DEPUTY HEAD OF STAGE, COMPANY MANAGER, HEAD OF WARDROBE

At Hampstead Theatre, we create progressive, thought provoking and original theatre, working with the best creative talent.

We are looking for a talented Technical Director to head-up Hampstead Theatre's production department. The Technical Director supports visiting production managers and creative teams with realising all technical aspects of staging Hampstead Theatre productions and advises visiting productions and coproductions on the technical facilities and resources available at Hampstead Theatre.

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

If you're a highly organised, self motivated problem solver with experience of production management or running a technical department and are committed to delivering productions to the highest standard, we would love to hear from you.



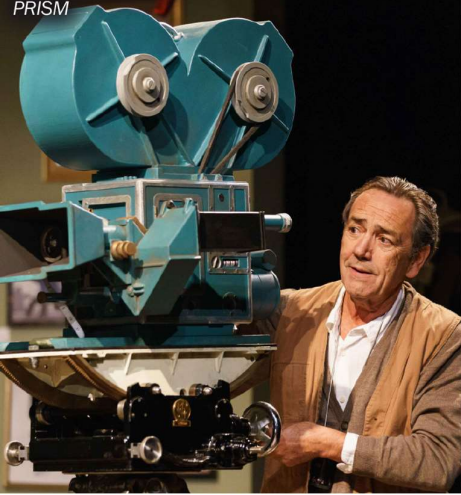
EMILIA FOX
& THEO JAMES
SEX WITH STRANGERS



SHARON D. CLARKE
CAROLINE, OR CHANGE



ROBERT LINDSAY
PRISM



RESPONSIBILITIES INCLUDE:

Staffing

- Line-managing, scheduling, recruiting and supervising all production staff, making best use of their time and working with Heads of Department and Deputy Heads of Department to keep an accurate record of hours worked.
- Recruiting Production Managers, Costume Supervisors, Wardrobe, Hair and Make Up staff and Stage Managers for all Hampstead Theatre shows as required.
- Approving all timesheets for permanent and short term production staff, including crew, wardrobe, stage managers and actors and ensuring these are processed accurately, 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.
- 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.
- Keep abreast of changes to Health and Safety legislation relevant to the operations of the department and ensure relevant changes are implemented accordingly.

Maintenance and Departmental Expenditure

- Ensuring a schedule of maintenance for all stock lighting and stage equipment is in-place with relevant Heads of Department.
- 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, including project work to upgrade equipment or facilities as required.
- Managing the Production Departments budget and allocated within departments for yearly spending.

Productions and Other Activity

- Liaising with Production Managers on realising all technical aspects of productions and helping to identify cost savings and economies.
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IAN MCNEICE
& JOANNA VANDERHAM
DOUBLE FEATURE



BAYO GBADAMOSI
& COLIN MORGAN
GLORIA



ALEX AUSTIN
& REBECCA HUMPHRIES
BLACKOUT SONGS



RACHAEL STIRLING
THE DIVINE MRS S



- Ensure all staged Hampstead Productions are of a sufficient quality and finish as required to maintain a high standard of presented work.
- Champion creative and technical possibility within the delivery of Hampstead productions, working with Designers and Production Managers to achieve the best possible realisation of the design safely and within budget.
- Manage the Production Department master schedule in the coordination of fit-ups, get-outs, workshop build timings and other relevant resource.
- 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, PLEO spending 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 Diversity, Health & Safety, Environmental Sustainability, GDPR 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.

LEAH HARVEY
& JOSEPH THOMPSON
YOUS TWO



BENEDICT WONG
#AIWW



SARAH STEELE
& ARIAN MOAYED
THE HUMANS



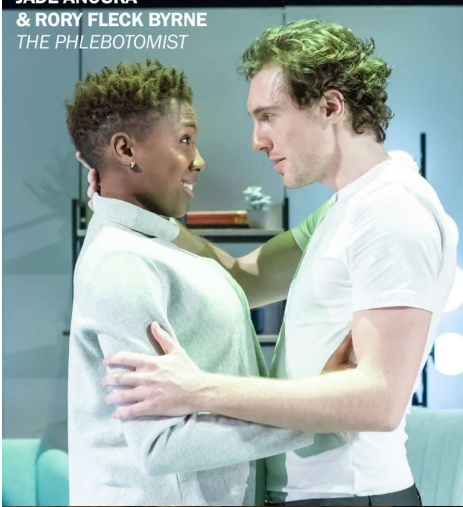
ARETHA AYEH
& MARIÈME DIOUF
THE HOES



PERSON SPECIFICATION

- Previous experience of technical management, production management or leading a stage, electrics, sound or other technical department within a producing theatre environment.
- Thorough knowledge of delivering all aspects of productions.
- Experience in the scheduling of technical departments in the delivery of multiple productions simultaneously in a multi-space venue.
- 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 computer-aided design software.
- Highly organised and self motivated.
- 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.

JADE ANOUKA
& RORY FLECK BYRNE
THE PHLEBOTOMIST



ALAN COX
UNCLE VANYA



TIM MCMULLAN
HAPGOOD



MARIAM HAQUE
FOLK



TERMS & CONDITIONS

If you would like to arrange an informal conversation about the role, please email outgoing Technical Director Michael Francis on michaelf@hampsteadtheatre.com.

Salary: c.£57,000 p.a.

Hours: This is a full-time position. A normal working week would consist of 43 hours, Monday to Saturday. Overtime is not payable. The post holder will, however, be expected to schedule their hours according to the theatre's programme to ensure the safe, effective and appropriate delivery of all productions. During production periods, this can include Sundays, Public Holidays, overnights and weekends.

Holiday: Five weeks plus Public Holidays.

Notice: One week during three-month probationary period, twelve weeks after probation is passed.

Other benefits:

- Interest-free season-ticket travel loans.
- Complimentary tickets for performances.
- After 13 weeks' service, you will be automatically enrolled in our NOW: Pensions scheme which includes an employer's contribution of 3% on qualifying earnings (where the employee also contributes at least 5% on qualifying earnings).
- Enhanced maternity leave, paternity leave and sick pay.
- Stress counselling helpline.
- 10% discount at Hampstead Theatre's Café Bar.

PRIVACY NOTICE

Hampstead Theatre takes its responsibility for protecting your personal information seriously. Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application will be limited only to individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information can be found here:

<https://www.hampsteadtheatre.com/company/privacy-policy/>