

Sadler's Wells  
Technical Production Manager

A photograph of the Sadler's Wells building, a multi-story brick structure with a modern glass extension on the right side. The building features a prominent balcony with a metal railing. In the foreground, a street scene is visible with several people walking and two cyclists riding past. The lighting suggests late afternoon or early evening, with long shadows cast across the brick facade.

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## About us

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

## Future Plans

Our fourth venue Sadler's Wells East will open in 2024 in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open in 2024 as well as facilities for the Rose Choreographic School and Academy Breakin' Convention.

## Artistic Programme

The artistic programme encompasses not only productions and presentations but also all our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Co-Chief Executive through the Artistic Programming Board which includes the Executive Producer, Associate Artistic Director, Artistic Programmer and Artist Development, Director of Learning and Engagement and Director of Breakin' Convention.

# Our Values

## COLLABORATION



- We are encouraging and supportive
- We work as one collective team
- We listen and empower every voice
- We seek and value diversity of thought and experience
- We pool our knowledge, resources and creativity
- We create opportunities to work strategically and in partnership

## EXCELLENCE



- We are ambitious and driven
- We make and share meaningful, exciting and impactful dance
- We do the best we can each day
- We continuously learn and develop our skills
- We operate sustainably by managing our resources effectively
- We hold each other accountable

## INCLUSION



- We are brave and kind
- We create a safe place so colleagues can bring their full selves to work
- We celebrate and respect our differences
- We remove barriers to access or equality
- We actively address all forms of discrimination
- We engage and reflect the diverse communities we are part of

## INNOVATION



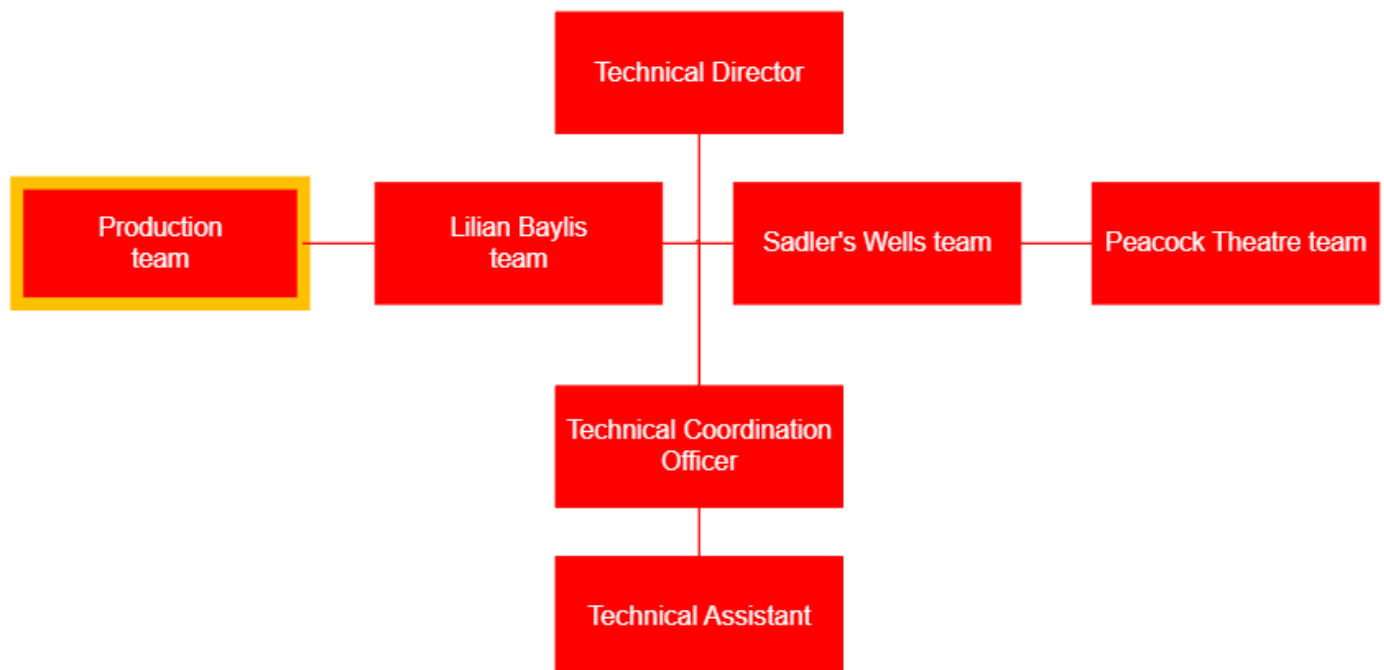
- We are curious and bold
- We find a better way in the every day
- We challenge and question why, and why not
- We take creative and calculated risks
- We cultivate ideas, try new things and embrace change
- We learn and grow from our mistakes and successes

## The Department

The Technical department is led by the Technical Director with Technical Managers for Sadler's Wells Theatre, Peacock Theatre and Sadler's Wells East, each of whom manage a team of permanent and casual colleagues (additional staff are recruited according to show requirements in each theatre).

The Production team is comprised of 2 full-time colleagues. This is the Technical Production Manager who reports into the Head of Production. The Production team deliver the technical and physical aspects of Sadler's Wells productions, projects, producing and touring work. The Production team also supervise the work of our freelance production and technical colleagues who are engaged to work on SW projects.

The Technical Production Manager works closely with the Producing & Touring Team, Learning & Engagement and Breakin' Convention Team. Projects you may work on include our Young Associates program, National Youth Dance Company show with Boy Blue, Breakin' Convention Festival and Park Jam, as well as assisting with Sutra, Message In a Bottle, Rite of Spring, and other touring productions.



## The Role

The Technical Production Manager's key responsibility is to undertake the production management duties of Sadler's Wells productions, projects and producing and touring work, ensuring that production and technical requirements for shows are met in a safe and professional manner and ensuring the highest standards of operation at all times. The role will require travelling to some of our touring locations. Our touring covers both the UK and international venues, and there will be times when you will be expected to be on the road with a show for a period of time.

# What are my responsibilities?

## Collaboration & Leadership

- Collaborate positively with external producers, co-producers, artists and stakeholders, ensuring clear and effective communication in line with SW vision and values.
- Lead, motivate, support and direct the staff for whom you are responsible.
- Assist with the recruiting and managing of additional production managers and show related teams that may be engaged on a project-by-project basis for all other productions and touring work.
- Hold responsibility for the technical and production management of Sadler's Wells productions, projects and tours.
- Production manage selected productions according to the scheduling of the projects and shows both in the UK and abroad.
- On selected projects assist with drawings, planning, and administrative tasks which might be required.
- Actively contribute and constructively advise on the technical aspects of new productions, including budgeting, scheduling and viability studies.
- Be responsible when required to assess tour venues' capability of receiving productions at preliminary stages of development of the schedules, and to advise the Producing teams accordingly.
- Work closely with the Head of Production to ensure compliance with licensing requirements in all venues and all countries for touring shows.
- Prepare and circulate production and touring schedules in close consultation with all relevant production staff.

## Financial

- Manage production budgets and ensure data and records on touring productions is

kept up to date, including but not limited to technical specifications, staff records, tour venues, show video records and show weights/dimensions and other freight requirements.

- Assist, organise and oversee the constructions of sets, props and costumes in line with production budgets.

## Efficiency & Effectiveness

- Attend design meetings as required, and to ensure key deadlines are met in consultation with the relevant creative teams.
- Prepare touring technical specifications and undertake advance liaison with venues (when these duties are not delegated to and part of the specific duties of a tour production manager).
- Produce necessary Health and Safety documentation for projects and shows and as required, in the form of risk assessments, method statements, PAT records and safety certification of touring and production equipment.
- Assist with the arrangement of freight transportation, carnets and international customs clearance for production material for shows touring abroad.
- Assist with the maintenance of assets registers, stock and storage records.
- Promote a positive approach to Health and Safety and safe working methods at all times, ensuring relevant Health and Safety legislation is applied effectively and appropriate risk assessments are carried out as required.

## General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have in Sadler's Wells

- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*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.*

## Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

#### Essential

- Knowledge of Production Health and Safety.
- Experience of working with set, lighting, costume, sound and video designers.
- Experience of managing production budgets.
- Demonstrable experience of recruiting and managing stage and technical teams.
- Touring experience
- An appreciation of the needs of touring companies.
- Excellent interpersonal skills.
- Ability to work well under pressure in a busy environment.
- Able to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload.
- Willingness to work evenings and weekends, including both UK and overseas travel as required.
- Highly IT literate.
- Ability to draw and adapt plans for touring using a CAD package
- Able to demonstrate an open mindset and deep curiosity about others, listen without judgment, and seek with empathy to understand those around them.
- Committed to driving an inclusive and anti-racist culture in the organisation, and actively implementing ways to increase diversity in our workforce, programme and artists.
- Must currently hold the right to work in the United Kingdom

#### Additional, but not essential

- Experience in using Vectorworks
- Advanced lighting and relighting skills
- International and UK touring experience
- Experience of setting briefs with set, lighting, costume, sound and video designers.
- Experience of commissioning and overseeing the successful build of sets.
- Experience of commissioning the sourcing and making of props and costumes.
- Experience in organising freight transportation, international transit and carnets.
- Knowledge of other programmes, such as Lighting and Audio visualisation packages
- Experience of working with dancers and choreographers
- Experience of working with international artists or companies
- Experience of production managing events in non-theatrical settings (such as outdoor sites, or unusual locations)
- UK Driving license

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.



## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £42,519.59 per annum based on a 35-hour working week, plus an additional paid meal break each day.
- Time off in Lieu (TOIL) - Additional time may be required to fulfil the function of the role.
- You will get 25 days annual leave per annum, with an additional three days after five years' service.
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme.
- Additional pay for parental and family leave subject to eligibility.
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing.
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey.
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme.
- You will be eligible for a death in service insurance policy covering twice your annual salary.
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café.
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles.
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs.
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work.

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**We welcome all applications by 11:59pm GMT on Sunday 12 May 2024. Interviews will take place in the week commencing 20 May 2024.**

