



**OT ORANGE
TREE
THEATRE**

A powerhouse of independent theatre

Production & Technical Manager Recruitment Pack

You Bury Me, photo by Pamela Raith

If you would like this job pack in another format, please contact Sarah Murray at sarah.murray@orangetreetheatre.co.uk



Hello, thank you for your interest in the role of **Production & Technical Manager** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, we are creating ambitious work with a high calibre of artists and actors, we are deepening our engagement within the local and artistic communities, and we were nominated for [Best Fringe Theatre at the Stage Awards](#). We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable. The Production &

We wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



Richmond Riverside



Some of the OT dogs (left to right): Hastings, Mr Magoo & Koby



You may recognise Richmond Green from the recent Apple TV hit Ted Lasso, we can confirm it is just as pretty in real life. Richmond park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat: sarah.murray@orangetreetheatre.co.uk.

Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station

Job description

Job Title: Production & Technical Manager
Responsible to: Production & Technical Director
Responsible for: Casual Technicians and Production Staff
Works with: Production Technician and Company Stage Manager

Purpose of role: We are currently recruiting *Production & Technical Manager* to join the recently appointed Production & Technical Director to support our busy producing theatre with technical expertise and production management, deputising for the Director where needed.

We are open to applications from people whose skills lean towards production management over technical, or technical over production management. We want to shape the team around the right candidate.

The Production & Technical Manager will provide and manage the smooth and efficient delivery of technical services to the organisation, including the main shows, Sunday events, fundraisers, community education projects. At the same time ensuring the organisation maintains excellent health and safety practices.

The Production & Technical Manager will be responsible for recruiting and managing technical casuals.



She Stoops To Conquer, photo by Marc Brenner



That Face, photo by Johan Persson



Responsibilities

Productions & Events

- Manage the delivery of OT productions on time and within budget and to a high standard.
- Technically manage during tech week and previews for all shows to include programming and acting as duty technician.
- Act as Duty Technician for events where required.
- Recruit and manage freelance technical staff to support the technical process efficiently, safely, and to high production values, for in-house productions, co-productions and visiting companies.
- Ensure all backstage areas are kept tidy and maintained in an appropriate manner.
- Reconcile expenditure including tracking supplier accounts, expenditure and petty cash claims.
- Manage technical aspects of ad hoc events such as fundraising events, OT Extras and Community projects.
- Ensure the production department's activities have a low impact on the environment and implement improvements to reduce environmental impacts.

Health and Safety

- Ensure all working practices comply with Health and Safety legislation including policies and procedures specific to the OT.
- Attend quarterly Health and Safety committee meetings.
- Support the Production & Technical Director to manage risk and the Health & Safety in all backstage and onstage areas.
- Identify hazards and complete suitable risk assessments for all production related activities.
- Ensure that all Health & Safety maintenance and training records relevant to the department are completed and communicated to staff.

Capital Redevelopment

- Support the joint CEOs and Production & Technical Manager to deliver the capital redevelopment of the front of house spaces (currently planned for 2026).
- Support with creating temporary dressing rooms, bar and toilets during construction.
- Deputise for the Production & Technical Director to manage the safety of building during the construction period, ensuring isolated power and ongoing risk assessments.

Management

- Recruit and oversee all technical casual staff ensuring contracts are up to date.

Buildings & Maintenance

- With the Production & Technical Director, ensure a schedule of maintenance for all stock lighting and stage equipment is in place.
- Ensure 3 OT buildings are maintained to a comfortable and safe standard.
- Be a point of contact for all external contractors.

General

- This role requires flexibility including evening and weekend work for events, as scheduled.
- As a term of your employment, you may also be asked to undertake other such appropriate duties as and when required of you
- Participate in all training and development initiatives as required.
- Attend OT press nights
- Attend weekly staff meetings.



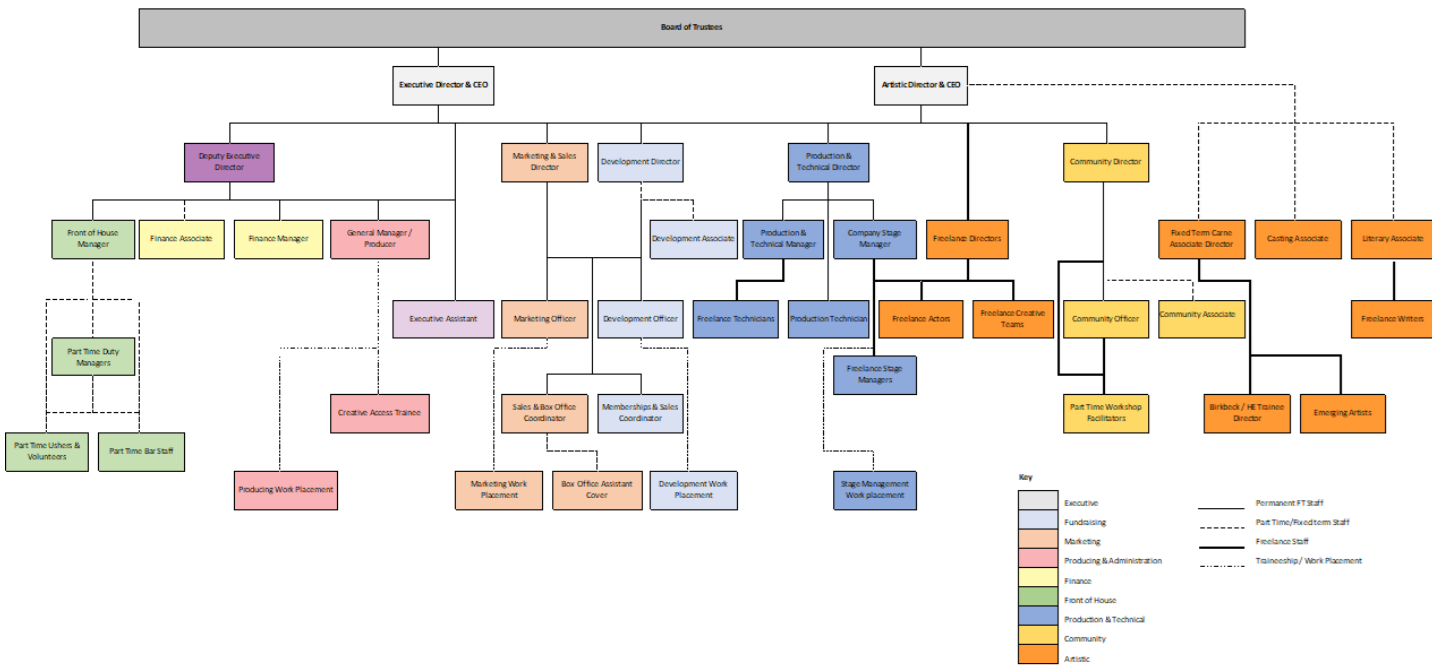
Meetings, photo by Marc Brenner

Person Specification

	Essential	Desirable
Skills and experience		X
		X
		X
		X
	X	
		X
		X
		X
	X	
	X	
		X
		X
		X
Behaviours	X	
	X	
	X	

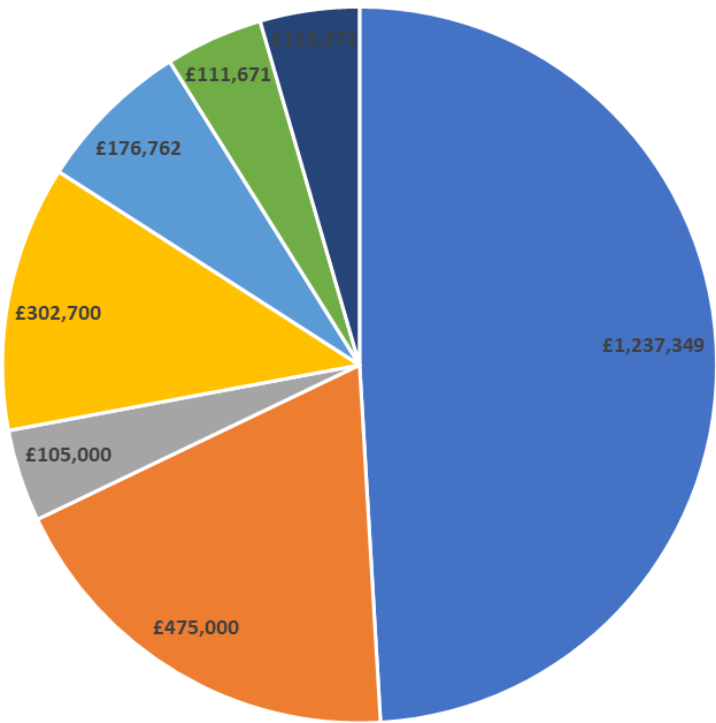


Staff structure



23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





Rehearsals for *The Swell* photo by Ali Wright

Contract and terms



Title of post: Production & Technical Manager

Salary: £31k per annum dependent on experience

Contract: Permanent full time, subject to a probationary period of 6 months

Notice: 3 months following a probationary period of 6 months

Holiday entitlement: 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

Hours: Full-time, 40 hours per week including breaks, hours are varied outside of normal office hours. Evening and weekend work is expected for this role, 8 additional Saturdays per year are contracted. Up to 2 missed TOIL days are payable pro-rata for each main house tech week.

Staff benefits

- Training and professional development
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings

To apply

Deadline: 10am Tuesday 28th May 2024 (NB we will consider applications before the deadline)

Interviews: w/c 3rd June 2024

To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Production & Technical Manager** to jobs@orangetreetheatre.co.uk. In your letter, please say which parts of the job you feel most confident in, which you're excited to grow into, and where you would need support. We anticipate most candidates will naturally lean towards production management or towards technical theatre, but you may be an all-rounder.

Please also complete the Equal Opportunities Form here: <https://forms.gle/4N78iTCVXDtXp8g49> We welcome applications from those looking to take on their first senior leadership position, as well as candidates who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

If you would like an informal conversation about the role, please email Executive Director, Hanna Streeter hanna.streeter@orangetreetheatre.co.uk.

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