

CAST

TECHNICAL DIRECTOR RECRUITMENT PACK

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CAST, WATERDALE,
DONCASTER DN1 3BU



WELCOME TO CAST

Thank you for your interest in working with Cast. We are proud to be the theatre for the people of Doncaster and beyond – a place where creativity meets community. We believe in the creative potential of every individual and the transformative power of the arts to enrich lives.

As part of our team, you will help us deliver a high-quality, accessible artistic programme that connects communities, challenges expectations, and celebrates diversity.

THE ROLE

Post Title: Technical Director

Responsible to: Director, Cast

Responsible for: Technical Managers

Contract Type: Permanent

Hours: 37 hours per week, majority based at Cast

Salary: £38k - £42k

Place of work: Cast

Application Deadline: Monday 27 October, 10am



ABOUT US

Cast opened its doors in 2013 as the anchor of Doncaster's Cultural and Civic Quarter. Each year, over 100,000 people experience bold, imaginative work in our spaces – from plays, dance, music, and comedy to youth theatre, artist development and community projects. We are a National Portfolio Organisation funded by Arts Council England and proudly supported by City of Doncaster Council. Cast is a Theatre of Sanctuary, an open and inclusive space for artists and audiences alike. With a 620-seat main house, 200-seat studio, drama and dance spaces, and 11 youth theatres, we are a creative hub where artists and audiences of all ages and backgrounds can thrive.

OUR VISION

We believe in the creative potential of every individual and the transformative power of engagement with the arts. Our work enriches lives and inspires the people of Doncaster and the wider region, contributing to vibrant and creative communities.

OUR MISSION

To enrich the creative and cultural lives of our communities through high-quality and engaging artistic experiences.

OUR VALUES

Our organisational values have been established through facilitated consultation sessions with all staff. They are seen as a shared and understood code by which we operate and the way in which we want to influence the world. Our values underpin our activities and act as a guide for decision making.

- Welcoming Everybody
- Creating Culture Together
- Making a Difference
- Doing the Right Thing



"I didn't think I could do it. I had no confidence in myself at all. I've spent a lifetime feeling unworthy you have changed all that so from the bottom of my heart... Thank you everyone."

Public Acts Participant

OUR IMPACT

- Over 105,000 visitors annually
- 75% of our audience is within a 30-minute radius
- 164 Youth Theatre members (25% on subsidised places)
- Community productions with 100+ local participants
- 28,000+ email subscribers
- 25,000+ social media followers



"Cast has given me a new outlook on my life"

Doncaster People's Theatre member

TECHNICAL DIRECTOR

Main Purpose of the Role:

The Technical Director is a key leadership role and member of the Senior Management Team at Cast, responsible for the effective delivery of a busy programme of performance and events. The role is strategic and will lead on planning and resource management, ensuring that we are equipped to meet the technical needs of a diverse visiting programme, as well as occasional produced work and creative learning projects.

The Technical Director manages the Technical department and sets a positive, collaborative working culture across in-house and freelance teams, identifying and developing talent, and assessing staff training needs. The Technical Director is also responsible for ensuring all of Cast's performance and event spaces are appropriately equipped and maintained to realise the highest possible standards of delivery.

As a senior leader, the role will work closely with the Director, Deputy Director and Senior Management colleagues to set strategic direction ensuring that our planning and programme scheduling are deliverable, efficient and mission led.

Key Responsibilities:

On our stages

- To ensure all technical aspects of the theatre's programme (including Participation events) are staffed and resourced to the highest possible standards and delivered on time and within budget.
- To build strong relationships and networks with production casuals, freelance technical specialists, visiting companies and other production staff.
- To appoint and induct freelance production managers, taking into consideration the needs of each project.
- Oversee the scheduling and recruitment of casual, contract and freelance staff for productions, including wardrobe, stage management, stage, sound and lighting crew.
- Ensure there is appropriate technical support for ad hoc events such as fundraising events and community projects.
- Ensure the technical department's activities have a low impact on the environment and implement improvements to reduce environmental impacts.

TECHNICAL DIRECTOR

People

- Lead the Technical Department, setting clear objectives for performance and development, and assess training needs.
- Ensure that the team is able to plan and deliver productions across the two theatres, and within our Participation and Talent Development departments.
- 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.
- To be an advocate for careers in technical theatre, collaborating with internal and external stakeholders to identify opportunities for sectoral growth and development.
- To be responsible for all staff welfare (including access requirements, mental and physical health needs) within the department.

Buildings & Facilities

- Working closely with the Deputy Director and Facility Manager to develop a Strategic Future-Proof Plan for our buildings and assets, with a particular focus on technical facilities and resources.
- Work collaboratively with the Facility Manager to maintain, protect and develop our buildings and facilities. Ensuring efficiency through planned preventive maintenance (PPM) and progressive decision making around our carbon reduction goals.
- Ensure that statutory compliance is understood, adhered to and documented.

Health and Safety

- Work closely and collaboratively with our parent company DCLT to ensure all working practices comply with Health and Safety (H&S) legislation including policies and procedures specific to Cast and DCLT.
- Act as the Competent Person for Cast in respect of H&S.
- Arrange and chair quarterly H&S committee meetings.
- Implement and oversee H&S in all backstage and onstage areas.
- Lead a culture of proactivity around identifying hazards, risk assessment and safe working practices.

TECHNICAL DIRECTOR

Health & Safety (continued)

- Work with freelance Production Managers and visiting company representatives to ensure that risk assessments are completed for all productions.
- Ensure that all H&S maintenance and training records relevant to the technical department, building and facilities are being completed, appropriately recorded and communicated to staff.

Planning

- To lead the resource management of the Technical Department and building, adapting and adjusting to organisational 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 Director, Head of Creative Programme and Head of Participation 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 planning and scheduling meetings providing technical advice and information on all programming and producing activity.

Finance

- To forecast, manage and reconcile the annual core costs of the Technical, Building and Facilities Management, reporting to the Director monthly.
- Oversee annual and strategic replacement and capital expenditure (capex).
- Working with the Technical Managers and Facility Manager to set and monitor all budgets for the associated departments 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.
- Work with the Deputy Director to oversee and approve the annual maintenance programme (all theatre spaces and equipment).

TECHNICAL DIRECTOR

Person Specification - Skills, Knowledge & Experience

- Experience of working at a senior level in the technical department of a performing arts venue.
- Confident and effective leadership skills, including staff management and development, ability to work with a wide range of partners at various levels of seniority.
- Demonstrable ability to think strategically and creatively, contributing to Cast's vision and mission.
- Experience of leading and managing technical teams including freelance technical and production staff.
- A good understanding of the UK theatre sector, and working knowledge of industry standard agreements.
- A thorough knowledge of staging/rigging/scenery, lighting, sound and flying.
- Up to date, in-depth working knowledge of health and safety legislation and its practical application.
- Strong budget management skills and experience.
- Excellent and effective communication skills.
- Ability to work under pressure.
- Strong organisational and planning skills with the ability to manage and prioritise.
- Excellent IT skills, including computer-aided design (CAD).
- Experience of managing general maintenance issues within a performance space or venue.
- First Aid qualification – or prepared to undertake.
- IOSH trained – or prepared to undertake.

TECHNICAL DIRECTOR

Personal Attributes

- A team player, able to collaborate with colleagues at all levels.
- Willingness to pitch in to get the job done.
- Able to work under pressure and respond decisively.
- Understanding of and commitment to equality, diversity and inclusivity.
- A commitment to achieving high standards of delivery.



"I think Cast is a great place with such a variety of things happening."

Cast Champion member

ACCESS AND INCLUSION

We believe everyone has the right to enjoy and participate in the arts. We are committed to inclusive casting and recruitment. We particularly welcome applications from underrepresented groups including, but not limited to, d/Deaf and disabled people, Global Majority communities, LGBTQIA+ individuals and those from lower socio-economic backgrounds.

If you have any access needs during the application process or in fulfilling this role, we are happy to support you. Please let us know how we can help.



"The member of staff in the sensory room made sure to include all children and I genuinely couldn't recommend this service anymore. The experience has been great from start to finish and I am very grateful for this."

Parent of young person

WORKING AT CAST

- Friendly and supportive working culture.
- Opportunities for professional development.
- Collaborative environment focused on learning and growth.
- Access to rehearsal and studio spaces.
- Part of a larger cultural organisation Doncaster Culture & Leisure Trust (DCLT) with community and health at its core.

Company Benefits

- Health cash plan.
- Free use of DCLT gym and swim facilities.
- Friends and Family membership and swimming lessons.
- Cycle to work scheme.
- 28 days holiday.
- Pension scheme with employee and employer contribution.

How to Apply

- [Click here](#) to visit the DCLT jobs page.

Deadline for Applications: Monday 27 October, 10am

Interview Date: Tuesday 04 November

Want to Know More?

For an informal chat about the role or to ask questions before applying, contact stephen@castindoncaster.com

