



Job Title:	Head of Training
Organisation:	Association of British Theatre Technicians (ABTT)
Location:	Home/remote working and in-person in central London/elsewhere in the UK.
Reports to:	CEO
Manages:	Freelance tutors and mentors
Hours:	40 hours per week We are open to discussions around flexible working.
Salary:	£45k - £50k (dependent on experience)
Contract type:	Permanent

About the Organisation

The Association of British Theatre Technicians is the UK's leading membership body for theatre and live event technical professionals. We support our members through training, publications, events and advocacy, and we work to uphold standards across the sector.

From students and early-career technicians to experienced practitioners, suppliers and industry supporters, our community represents the breadth of technical expertise that underpins theatre and live performance. Through our work, we aim to strengthen the profession, champion good practice and ensure the continued development of skills across the industry.

Role Purpose

The Head of Training is a new role at the ABTT, coming in at an exciting and pivotal time for the organisation. It marks the first time the ABTT has had a full-time permanent role to lead and manage the ABTT training and education provision. This new role will have strategic and operational oversight of the full portfolio of ABTT courses, including all teaching, delivery, quality assurance, curriculum and course development, and will lead on ensuring a high quality inclusive and industry-relevant training experience for all participants. This role works closely with the wider team who support with the administration, marketing and financial delivery.



The current portfolio of courses includes a wide range of technical subjects in a bronze, silver and gold structure of competency, and a range of CPDs and bespoke courses.

More information on our current range of courses can be found on the website [Training - Association of British Theatre Technicians](#).

Duties & Responsibilities

Management

- Manage the portfolio of all ABTT courses (on-line & in-person delivery), including the identifying and writing of new courses and training projects.
- Manage the revalidation process of the Bronze, Silver and Gold awards in collaboration with the Royal Conservatoire Scotland.
- Line manage all freelance tutors and mentors.
- Manage the recruitment and induction process of all new tutors and ensure all tutors receive appropriate teaching support, EDI and Neurodiversity training.
- Develop and manage a training portal to make materials and information accessible for tutors and participants.
- Chair the Training and Education Committee and be a member of the Training Steering Group.
- Manage the training budget.

Course Planning, Delivery & Assessment

- Plan & deliver the timetabling of all courses.
- Chair tutor team meetings, a minimum of two per year.
- Be the face of the ABTT at all in-person courses and manage candidate enrolment.
- Ensure the course content remains responsive to developments in the industry.
- Ensure all course content, materials and communications are mindful of access needs and other inclusion requirements.
- Collaborate with tutors on assessment and mark as required all relevant assessment papers.
- Provide certificates and test feedback to candidates in a timely manner and operate a clear appeals procedure.



Teaching

- Ensure all teaching and delivery remains fit for purpose, with a focus on continual improvement.
 - Deliver training where required and appropriate in line with own areas of expertise and any technical specialism.
 - Ensure a consistent 'brand' and style for all ABTT course materials.
 - Manage candidate learning experience, learning requirements and adjustments as required.
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Quality Assurance

- Write the annual course monitoring and evaluation processes including writing the Annual Monitoring report.
- Evaluate teaching resources and materials to ensure standardisation and accessibility.
- Observe and give regular feedback to freelance tutors.
- Establish systems to monitor and report on candidate and tutor feedback processes and data collection and analysis.
- Lead on course content review processes.
- Maintain Professional Industry links and Networking.

The role involves travel to training locations in London and elsewhere in the UK, for which reasonable travel expenses will be reimbursed.

Person Specification

Essential

- Experience of managing a training function and of organising, scheduling and managing projects and/or timetables
- Experience of teaching, mentoring or leading training projects and/or working with participants
- Ability to organise own time effectively in order to meet deadlines and manage different priorities



- Ability to work collaboratively and foster good practices with participants and tutors
- Clear, effective communication, both written and oral
- Flexibility and adaptability
- Empathetic leadership and management skills
- Line management experience
- Strong competency with IT (Microsoft Office, etc.)
- Experience of creating an inclusive and safe working environment for all participants and tutors
- Understanding of health and safety in theatre

Desirable

- Significant relevant professional experience
 - Experience in at least one area of technical theatre
 - Teaching experience in a Further or Higher Education environment
 - Experience of using and developing a digital learning platform
 - Demonstrable understanding of and commitment to diversity and inclusion
 - NEBOSH or IOSH certification
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Why Join ABTT

- Be part of a respected organisation with a long-standing reputation in the sector.
- Contribute to work that supports technical excellence and professional development.
- Work with a committed and knowledgeable team in a role where your ideas and initiative are welcomed.
- Our values underpin all our activities and guide us in the way we meet our aims and objectives. These are: Promoting equality, diversity and inclusion, enabling excellence, acknowledging achievement, representing all, and combating climate emergency.