**Doncaster Culture and Leisure Trust**

**JOB DESCRIPTION**

**Post Title:** Technical Director

**Direct Reports:** Technical Manager; Technical Stage Manager; Facilities Manager

**Responsible for:** The Technical Department (including permanent staff, freelancers, and casuals) and onsite contractors.

**Function:** To be responsible for, co-ordinate and manage all technical theatre activities, budgets, equipment and personnel for the effective and efficient delivery of events, presentations, productions and projects for Cast (on and off site). To oversee the management of the building premises and equipment. The Technical Director is part of the leadership team and is the designated Health and Safety Officer.

**DUTIES AND RESPONSIBILITIES**

**Technical Operations**

* To have overall responsibility for all operational activity within Cast and to take full operational ownership of the theatres, technical, rehearsal and performance spaces and facilities, liaising closely with the Deputy Director
* To oversee the work of visiting companies during their visits in any of Cast’s spaces or off site and to facilitate the technical realisation of Participation Projects, performances and events as and when required
* To work closely with the Director on the scheduling of the programme of presenting and produced work
* To production manage and project manage Cast’s in-house productions including the annual pantomime, liaising closely with Cast’s Director and any other productions, indoor or outdoor, that Cast might undertake. To appoint staff such as stage management and casual staff, and work closely with any creative team briefing and managing them.
* To manage the Production Budget for any in-house productions.
* In conjunction with the Deputy Director, liaise with the local licensing and fire authorities on matters relating to compliance with Cast’s performance licence
* To produce Event Management Plans for off-site projects and liaise with the local authority SAG group as necessary
* To manage in-house production budgets, technical budgets and building maintenance budgets to ensure that expenditure is kept within the agreed budgets
* To oversee liaison with visiting companies regarding technical requirements in advance of their visit
* To produce recharge accounts for Visiting Companies in accordance with Cast’s technical rider
* To work unsociable hours including weekends, statutory holiday and overnight if necessary, supporting the technical team as required.
* To attend meetings as required, representing all aspects of the needs of Cast.

**Staff Management**

* To lead the technical team strategically, operationally and creatively to ensure the delivery of the artistic, financial and operational requirements of Cast
* To advise the Director and senior management team on scheduling, planning and budgeting of artistic events and projects to ensure effective delivery
* To ensure that staff are kept fully up to date with technical and maintenance procedures and working practices through a multi skilled training programme and CPD opportunities
* To recruit additional staff as necessary within agreed budgets and protocols, ensuring appropriate levels of competency and skill
* To sustain and develop a culture of inclusion and diversity within the organisation
* To create and sustain a culture of customer focused delivery with all creative professionals, educational and non-professional users of Cast
* To act as a member of the Senior Management Team with diplomacy, confidentiality and professionalism at all times
* To undertake key people processes such as rostering of staff; scheduling holidays; annual appraisals; training and coaching and ensuring working hours stay within the Working Time Directive

**Equipment, Fixtures and Building Infrastructure**

* Ensure that the building infrastructure and equipment is maintained and managed overseeing the work of the Facilities Manager
* Ensure that all statutory checks and inspections are undertaken in a timely manner
* In conjunction with the Deputy Director, ensure that Insurance inspections take place
* Maintain Cast’s Planned Maintenance Scheme and Asset Replacement Plan, implementing planned preventative maintenance in line with the building’s O&M standards
* To run maintenance procedures, overseeing the maintenance schedule, maintenance contracts and contractors
* To be responsible for issuing permits to work
* To supervise contractors working on site ensuring they adhere to Cast and DCLT policies procedures and safe systems of work
* To ensure familiarity with the Building Management System and building services such as heating, lighting and ventilation
* To oversee the IT equipment and IT needs of the business liaising with providers where necessary
* To lead on the development of the Business Interruption Plan

**Environmental Sustainability**

* To support the Facilities Manager on Environmental issues within the building, contributing to reporting on key performance indicators to Board and external stakeholders as required
* To work to minimise the impact that activities have on the environment and to be fully committed to better understand, monitor, control and reduce our environmental impacts and carbon footprint
* To contribute to development of Cast’s environmental policy
* To ensure that data is kept and regularly monitored and reviewed (such as utility usage) and to implement practices and procedures to reduce usage
* To provide data on energy consumption as required by funders (for example Julie’s Bicycle)
* To keep up to date with industry practice and improvements on environmental sustainability

**Health, Safety and Compliance**

* To act as Cast’s Health and Safety Officer and chair regular meetings of Cast’s Health and Safety committee
* To be responsible for ensuring compliance within the legal framework of Health and Safety regulations to include, but not limited to, risk assessments, method statements, fire risk assessments, staff awareness and training, completion of accident reports, PAT and equipment testing
* To work collaboratively with DCLT Health and Safety Officers to ensure that all Cast and DCLT Health and Safety procedures are adhered to and appropriate risk assessments and safe systems or work are produced as necessary and uploaded to SHEAssure system.
* To ensure that all staff have the appropriate training, competence and confidence to carry out their duties safely, including working at height, access equipment, electrical testing and inspection, manual handling, flying and rigging
* Ensure staff training and competence records are produced, maintained and up to date

**General Duties**

1. To assist the Chief Executive of DCLT (or designate) and their appointed staff in all practical matters as directed, relating to the efficient and effective operating of the activities and functions of Doncaster Culture and Leisure Trust.
2. To undertake any other reasonable duties required to fulfil the mission and business objectives of Cast and DCLT.
3. To work within a performance management framework.

NOTE: These duties and responsibilities should not be regarded as exclusive or exhaustive, as the post holder may be required to undertake any other reasonably determined duties within DCLT, commensurate with the grading of the post.

Direct reporting lines lead through Cast to the Cast Board of Trustees, although the individual is employed by Doncaster Culture and Leisure Trust.

**PERSON SPECIFICATION**

**Essential**

* At least three years’ experience of working in a theatre technical department
* Experience of production management
* Good working knowledge of theatre electrics, sound, light, video and projection
* Experience of using digital mixing desks and of mixing live performances/concerts
* Experience in the management of Health and Safety at Work and writing and reviewing risk assessments
* Proven experience in managing the maintenance and operation of buildings plant, equipment and services
* Experience of managing staff
* Excellent communication skills, written and oral, with the ability to communicate effectively at all levels within and outside the organisation
* Experience of setting and managing budgets and financial projections to ensure best use of resources through prioritisation and planning
* Excellent team worker
* Excellent time management skills
* Ability to work under pressure and to deadlines
* Good knowledge of IT systems

**Desirable**

* Full clean driving licence
* NEBOSH qualification
* First Aid trained
* Safeguarding trained

**Terms and Conditions**

Salary between £35k - £38,972k dependent on experience

Contract type: Permanent, full-time

Hours: 37 per week. The post holder will be required to work flexibly over a 7 day week.

Annual leave: 28 days

Pension Scheme: DCLT operate a pension scheme to which both employer and employee contribute

Discounts available at Cast’s café bar, and at DCLT leisure sites.

**How to Apply**

Please complete the online application form and equal opportunity monitoring form

Deadline: Thursday 17 April 2025 at 10am.

Interviews on Thursday 24 April