

REGENT'S PARK
OPEN AIR
THEATRE

**DIRECTOR OF TECHNICAL
& PRODUCTION**
RECRUITMENT PACK



APPLY BY:
10AM, TUESDAY 7 MAY 2024

About Us

Established in 1932, the multi-award-winning Regent's Park Open Air Theatre is one of the largest theatres in London (at a capacity of 1,304). Passionate about producing popular, enriching and unexpected theatre that provides a lens into the here and now, the scale and ambition of our productions together with our magical outdoor setting, makes us unique in the capital's cultural landscape. Every year we welcome over 150,000 people to our 20-week summer season.

Over the last fifteen years, our productions have won seven Olivier Awards, ten WhatsOnStage Awards, and four Evening Standard Awards. We were named London Theatre of the Year in 2017 by The Stage, and received the Highly Commended Award for London Theatre of the Year in 2021. Our productions have toured the UK, and have transferred to both the West End and the United States. Our 2016 revival of *Jesus Christ Superstar* is currently touring North America for the second time, and commenced a UK tour in September 2023.

As a registered charity that receives no regular public subsidy, we rely entirely on earned income and charitable contributions. Nevertheless, we have introduced 33,000 tickets at £15 across the whole of 2024's summer season, our BREEZE scheme enables those aged 18-25 to buy tickets for £10, and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils.

Food and drink plays a significant role in the Open Air Theatre experience, with our in-house bars and restaurants including Covered Dining (recently certified as a Sustainably Run Restaurant), The Grill and The Pizza Oven. We also have our own picnic lawn and the West End's longest bar!

Regent's Park Open Air Theatre has become one of the most independently sustainable and financially successful producing theatres in the country, and we're proud to embark on the next stage of our vision with ever-increasing artistic ambition and entrepreneurial spirit.



“ONE OF THE GREAT UNDERSUNG THEATRICAL SUCCESS STORIES, PACKED WITH AWARDS, AS WELL AS MOUNTING CRITICAL AND AUDIENCE ACCLAIM”

Evening Standard

Our Strategy 2022-27

VISION ↗

To help people make sense of the world under a shared sky.

MISSION ↗

Celebrating our unique and experiential outdoor setting, we create popular, enriching and unexpected theatre that provides a lens into the here and now.

GUIDING VALUES ↗

Ambitious
Open
Independent
Connected
Joyful

STRATEGIC PRIORITY 1 ↗

Producing Expansion

STRATEGIC PRIORITY 2 ↗

Developing Audiences & People

STRATEGIC PRIORITY 3 ↗

Organisational Growth

UNDERLYING PRINCIPLES ↗

Equity, Diversity & Inclusion

We are committed to championing diversity, equity and accessibility in everything we do, embracing difference and individuality with respect and an inclusive approach to ensure everyone feels valued and welcome.

Environmental Sustainability

The collision between art and environment is what makes our work unique; our relationship with the planet is front and centre. Recognising the climate crisis, we are committed to reducing our environmental impact and to finding ways to adapt and respond to ever-changing weather patterns.

History & Heritage

We are committed to building on our foundations as the oldest, professional, permanent outdoor theatre in the UK.

Civic Responsibility

We are committed to developing opportunities to collaborate with local authorities, schools, community groups, grassroots organisations and other charities to remain locally engaged and effective.

Director of Technical & Production

We are looking for an enthusiastic, committed and collaborative Director of Technical & Production to set and deliver Regent's Park Open Air Theatre's strategy for technical and production management (ensuring the high-quality realisation of both produced and presented work), health and safety, and our environment, alongside supporting the planning and delivery of long-term capital developments. This is a key role in the theatre's Senior Leadership Team.

The role involves:

- Leading on (either directly or through delegation) the production management of all the theatre's in-house produced and co-produced productions, ensuring such work is sufficiently staffed, resourced and delivered to an exceptionally high quality, within budget and on time.
- Leading on all production and design deadlines and parameters, technical scheduling, and production meetings, and supporting the Director of Artistic Planning & Administration with the creation and management of both organisational and summer season schedules.
- Overseeing the realisation of all physical production elements for in-house produced and co-produced productions, working with the theatre's external builders and contractors to ensure delivery is fit for purpose and to a high standard.
- Leading on the creation of technical and production budgets in close collaboration with the Executive Director and Director of Artistic Planning & Administration, and taking responsibility for the effective management of such budgets in line with the organisation's financial systems and procedures.
- Recruiting, inducting, training and managing seasonal and casual staff across all technical and production disciplines, including freelance Production Managers and/or Assistants.
- Overseeing all contracting and payroll processes for the department (in line with UK Theatre and other union guidelines), and to take responsibility for staff welfare, development and grievance issues, supported by the Executive Director where required.
- Developing and maintaining strong relationships with visiting companies to ensure the high-quality production delivery of presented and received work.
- Acting as the organisation's Health & Safety Officer on behalf of the Executive, ensuring that all production, technical, environment and operational activity is compliant with Health & Safety law and regulations (including Construction (Design and Management) regulations), and working closely with the Executive Director, external Health & Safety Consultant and other colleagues to ensure that relevant policies, procedures, risk assessments, records and insurance are in place, implemented, and regularly reviewed.

Continued overleaf



Director of Technical & Production continued

- Collaborating with colleagues to embed the organisation's environmental agenda and green ambitions across all technical and production processes, supporting the objectives of the Theatre Green Book.
- Working with the Senior Environment Manager to develop and oversee both the annual and long-term maintenance programmes for the theatre's estate.
- Ensuring the theatre's technical equipment, resources and facilities are properly managed, maintained and evolve to suit future needs.
- Supporting the Executive Director with the planning of long-term capital developments (to both the physical site and technical, production and estates infrastructure), leading on the delivery of certain capital projects as required.
- Working with the Artistic Director, Executive Director and other team members to help shape new artistic ideas and productions (including new work, out of summer season projects, digital activity, and future life potential), testing technical and production viability at every stage of the exploration process.
- Supporting the practical and production delivery of new commissions, research and development periods and workshops.
- Maintaining effective working relationships with external partners and stakeholders, including freelancers, suppliers, contractors, architects and The Royal Parks.
- Working with colleagues to consistently improve the experience of our seasonal production staff, visiting creatives and supervisors, performers, freelancers, casual staff, and external technical and production partners.
- Collaborating with Senior Leadership colleagues to help drive the implementation and evolution of the organisation's Strategy 2022-27.
- Attending Board of Trustees meetings as and when requested.
- Any other duties as reasonably requested by the Executive or Artistic Directors.



“REGENT'S PARK OPEN AIR THEATRE IS FAST BECOMING THE NEW POWERHOUSE FOR EYE-OPENING MUSICAL REVIVALS”

Broadway World



Person Specification

We are looking for a dedicated, positive and highly organised team player to join our small group of permanent staff; someone who has the ability and desire to balance long-term strategic planning with hands-on day-to-day delivery.

Essential:

- Significant technical and production management experience in the independent, commercial and/or subsidised theatre sectors.
- Demonstrable experience of realising the technical and production elements of creative team visions to an exceptionally high quality, within budget and on time.
- Senior level experience of scheduling, people management, contracting and administrative systems within a technical and production environment.
- Experience of effective budget management at scale, with a strong understanding of the wider economics involved with a non-regularly funded, not-for-profit organisation.
- Excellent organisational skills, with an intrinsic eye for detail and the ability to work effectively under pressure.
- The ability to manage multiple projects simultaneously all at different stages of development.
- Strong leadership skills with the ability to inspire, support and motivate teams (permanent staff, seasonal staff and freelancers) and enable effective collaboration.
- The ability to both proactively and reactively solve problems in a timely and thorough manner and with a consistently can-do attitude.

- Advanced skills in both written and oral communication and presentation, with the ability to influence and negotiate at a senior level.
- Good computer literacy skills (including Microsoft Office), with some experience using CAD, VectorWorks and/or Sketch-Up.
- A creative thinker with the ability to take a 360 view and make an active contribution to the wider strategic development of the organisation.
- Understanding and commitment to equity, diversity and inclusion.
- A passion for Regent's Park Open Air Theatre and the work we produce.

Non-Essential

- Experience of working in a producing theatre at scale.
- IOSH Managing Safely or NEBOSH General certificate.
- First Aid at Work qualification.
- Experience with SOLT, UK Theatre, MU and/or Equity agreements.
- Understanding of how to drive environmental goals within technical and production activity.
- Knowledge of current HR best practice.

If there are some skills in the Essential criteria that you do not currently have but feel you could learn and develop over time, please still apply and note this in your application.



Terms & Conditions

Job Title:	Director of Technical & Production
Responsible to:	Executive Director
Responsible for:	Senior Environment Manager Seasonal Heads of Departments (Company & Stage Management (with the Director of Artistic Planning & Administration), Lighting, Sound, Stage, Wardrobe, and Wigs, Hair & Make Up) and casual staff Production Supervisors Freelance Production Managers and/or Assistants
Working closely with:	Artistic Director, Senior Leadership Team and Heads of Departments Associate General Manager, Seasonal staff, creatives and performing companies
Contract:	Full-time, permanent
Basic Working Hours:	40 hours per week. Office hours are Monday – Friday, 10am – 6pm Weekend and evening work will be required
Work Base:	Regent's Park Open Air Theatre, Stage Door Gate, Inner Circle, Regent's Park, London, NW1 4NU Remote working possible at times out of season, subject to agreement with Line Manager
Salary:	In the region of £60,000 per annum, paid monthly by PAYE
Benefits:	Contributory pension scheme Two complimentary tickets to each of the summer season's lead productions Staff discounts at the theatre's bar and catering outlets Training and development opportunities Private health care after 1 year's continuous service
Annual Leave:	22 days per annum plus Bank Holidays and discretionary days in December to cover any potential festive shutdown period
Notice Period:	3 months (2 months during Probationary Period)
Probationary Period:	6 months



“TALL TREES FORM A PROTECTIVE BOSKY GLADE AROUND THE OPEN AIR THEATRE'S AMPHITHEATRE AND, AS DARKNESS ENCROACHES, THERE IS NO MORE GLORIOUS PLACE TO GET ONE'S FILL OF CULTURE”

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How to Apply

To apply for this role, please download and complete the Personal Details Form and Application Form from our website (openairtheatre.com/jobs), and return to jobs@openairtheatre.com by no later than **10am on Tuesday 7 May 2024**. Should you prefer to answer the questions in the Application Form by submitting a video of yourself (lasting no more than 10 minutes) or a voice note (lasting no more than 10 minutes) instead of a written form, then please do.

First Round interviews are currently scheduled to take place on **Monday 13 & Tuesday 14 May 2024**. We will notify you either way if you have been selected for interview or not.

Second Round interviews are currently scheduled to take place on **Thursday 23 May 2024**.

Feedback will be provided to all first round interviewed applicants on receipt of a written request no later than 1 week after the date of interview. We regret that due to the volume of applications expected feedback cannot be provided to applicants who aren't invited to interview.

Should you have access requirements or need any reasonable adjustments to be made in order to apply for this role and/or attend an interview, please e-mail jobs@openairtheatre.com.

Regent's Park Open Air Theatre is an equal opportunities employer and our recruitment process is open to all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socioeconomic background. Our aim is to achieve greater diversity so that our organisation better reflects the city and country in which we live and serve, and to foster an organisational culture that is inclusive, respectful and safe. We welcome and encourage applications from people of all backgrounds, perspectives, identities and lived experiences, and in particular those of the global majority and those who are disabled.

Please click the following link to complete the survey which will help us to effectively monitor our Equity, Diversity & Inclusion work by identifying barriers to working or engaging with Regent's Park Open Air Theatre:
<https://www.surveymonkey.com/r/T83HXNK>




“**REGENT'S PARK OPEN AIR THEATRE IS A MAGICAL SANCTUARY FROM THE HUSTLE AND BUSTLE OF THE CAPITAL**”

Times



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