

RAMBERT

RECRUITMENT

PACK:

TECHNICAL &
PRODUCTION
MANAGER





Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson

What if...

There was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward.

Welcome to Rambert

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.



We create dance shows that tour to large scale (1000+ seat) venues. We're actively building and serving a community of followers and supporters we're cultivating online at [RambertPlus.com](https://www.rambertplus.com) where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert is striving to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive and have a sense of belonging and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.



Ben Duke's Cerberus. Photo by Camilla Greenwell





WELCOME

Thank you for your interest in the role of Technical & Production Manager.

It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we recently premiered a major new large scale production *Peaky Blinders - The Redemption of Thomas Shelby*, reaching 100,000 audience in the UK in its first tour and now set to perform worldwide from September 2024. We have launched new ventures Rambert Plus, our digital channel and online class subscription service and an Ofqual accredited syllabus Rambert Grades (in partnership with Rambert School) poised to reach 1000s of young dancers worldwide. We have launched a new co-working space in our award-winning architect designed headquarters on London's South Bank, and we have a growing programme of participation projects co-designed with the communities we serve around the UK.

We seek to balance our reliance on public funding with the commercial potential in our building, productions and new ventures. Alongside this we



seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities and the environments they live in.

Rambert has a track record of working with the world's best choreographers and dancers, and alongside them we need an exceptional management and administrative team who ensure we create work to the highest possible standards and make it in the best possible way. How we do things is as important to us as the work itself.

In this pack you will find:

- Background information on Rambert
- Job description and person specification
- Conditions of employment
- Information on how to apply

Further information can be found on our website www.rambert.org.uk.

If you have the skills, experience and attributes and believe in what we're setting out to do, I look forward to hearing from you.

Helen Shute

Chief Executive/Executive Producer



Governance, Staffing and Finance

Rambert (trading as Ballet Rambert Ltd) is a registered charity and a company limited by guarantee. We are overseen by a non-executive board of Directors led by Dame Sue Street, who was appointed as Chair in January 2019. Day to day management of the company is delegated to the Executive Team led by the Chief Executive/Executive Producer, Helen Shute. Ballet Rambert Ltd is part of the Rambert group of companies comprising Rambert Trust Ltd and Rambert Productions Ltd.

We have two Joint Ventures with Rambert School; Rambert Grades and a trademark holding company.

Rambert maintains a permanent company of c. 20 world-class contemporary dancers, a fixed term junior company Rambert2 (currently on pause) and a committed and dynamic staff of 35 who deliver the company's programme. We engage freelance artists on a regular basis, including musicians who accompany performances around the UK and internationally, and a faculty of dance artists who deliver our community and participation activity.

Rambert aims to create a programme that is artistically adventurous and ambitious and whilst being financially and environmentally sustainable. Our work is funded through NPO grant income from Arts Council England; box office income; fundraising from trusts, businesses and individuals other earned income including commercial hires of our enviable building, and theatre tax relief.

Our turnover for 2024-25 is forecast to be in the region of £5-6 million.



OUR BRAND

To be successful, brands need to communicate their cause and promise – then deliver on that promise every time someone comes into contact. Rambert has invested significant energy into developing a brand model and brand strategy. This model helps us live up to our values and informs how we communicate them. Everything in the model can be evidenced but is also aspirational. It describes us on our best days – the version of ourselves we would like to be more of the time. The brand is central to our Audiences strategy but also everything we do, from commissioning, participation and community programmes, marketing, and fundraising, to our House Rules, recruitment, and staff appraisals. Please think about how you could contribute to this promise if you came to work with us.

BRAND BELIEF

To give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better



HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super Human

IT'S YOUR MOVE.



TECHNICAL & PRODUCTION MANAGER



TECHNICAL PRODUCTION MANAGER

JOB SUMMARY

Working closely with the Head of Production, the Technical & Production Manager will lead and manage on the design, build, rehearsal and running of Ramberts productions, projects, events, producing and touring work. As Technical & Production Manager you will ensure allocated projects are met in a safe and professional manner and ensure delivery to the highest possible standards at all times. The Technical & Production Manager will also be required manage and maintain Ramberts rehearsal rooms, storage premises, technical equipment and production stock. The role will require travelling to some of our touring locations. Our touring covers both the UK and international venues, and there will be times when you will be expected to be on tour with a production for a period of time.

Accountable to: Head of Production

Key Relationships: Production Team

MAIN RESPONSIBILITIES

- In conjunction with the Head of Production and the Project Producer, to undertake strategic planning, feasibility studies and cost projections for future productions, projects, events and tours.
- To ensure that all productions, projects, events, producing and touring work are delivered to the highest possible standards.
- To work with choreographers and production design teams to execute the realisation of their vision within budgetary and health & safety constraints and in accordance with Ramberts environmental policy.
- To manage allocated production budgets and provide accurate expenditure accounts and forecasts, on request, for the Producer and the Finance Team.
- To produce, engage and manage all outside contractors (e.g., set, lighting, sound, prop and costume builders/makers/suppliers and transporters) required for Rambert productions, projects, events, producing and touring work.
- In conjunction/collaboration with the Head of Production to procure, engage and manage allocated freelance technical, production, stage management and wardrobe staff required to execute productions, projects, events, producing and touring work and to ensure training needs of production staff are met and reviewed as appropriate.
- To work with the wider Producing team and the Project Producer on the contracting of show and production staff.
- To produce Technical Riders, Technical Schedules and plans for all Rambert's productions and to distribute them to all venues on Rambert's tours and Rambert touring staff efficiently and promptly.



- To liaise with all touring venue Technical Managers and ensure the realisation of allocated Rambert productions in all venues whilst on tour.
- To oversee get-ins/outs, show running and turn-arounds at tour venues, as necessary.
- To produce risk assessments for all activities during all Rambert's productions and ensure CDM compliance and that appropriate measures/controls are observed.
- To ensure that Rambert is compliant with all relevant legislation and touring venue procedures for health and safety. Play an active part in health and safety/policy for the organisation.
- To provide short and mid-term projections of maintenance or replacement costs for all Rambert's equipment, including periodic re- valuations for insurance purposes.
- To support the Head of Production assisting with drawings, planning, and administrative tasks which may be required.
- To play an active part in Rambert's Environmental Policy, including the review and implementation of the Sustainability Action Plan, ensuring Rambert continues to work sustainably, striving to reduce energy consumption throughout all sites and across the organisation and in conjunction with the Green Book.
- To maintain Rambert's stores externally and at base so that they are readily accessible and that all costume, set and technical equipment are well organised and maintained annually, in collaboration with the Operations team, ensuring that adequate insurance is in place to cover Rambert's physical assets.
- To work with the Head of Production and Director of Producing on keeping business continuity plans and risk registers up to date in relation to technical equipment and touring activity.
- To provide an active link between L&P and the production department, advising them on their production requirements as required.
- To be available for call-out outside normal opening hours during production periods and in emergency situations.
- To undertake other duties as may be reasonably required.



PERSON SPECIFICATION

Rambert comprises a team of highly skilled and committed people. All staff members are expected to contribute to the company's success and engage in the life of the company.

ESSENTIAL REQUIREMENTS

- 2 years (minimum) professional experience as a Production Manager or Technical Stage Manager
- Experience of UK regional theatre touring (ideally 2 years)
- Experience of managing theatre production builds and budgets.
- Experience of sourcing technical equipment and managing its maintenance.
- Excellent understanding of relevant H&S legislation, technical standards and CDM regulations across buildings and productions.
- Experience of managing staff, with proven leadership skills, and an ability to encourage and motivate staff.
- Excellent IT skills and CAD experience
- Ability to anticipate and resolve problems and be a creative thinker.

DESIRED REQUIREMENTS

- Current IOSH Managing Safely Certificate
- Current First Aid Certificate
- Detailed working knowledge of technical stage equipment currently used in a variety of venues / contexts and an awareness of developments in the stage tech market.
- Experience of recruiting technical teams.
- Experience of sourcing, preparing and managing storage and rehearsal premises, including maintenance.
- Experience of working in dance.



CONDITIONS OF EMPLOYMENT

Start Date:	28 October 2024
Salary:	£42,500, Full time equivalent
Employment Term:	Full-time/Permanent
Hours of work:	37.5 hours per week, Flexible working options available
Place of work :	99 Upper Ground, London SE1 9PP
Holiday entitlement:	25 days paid leave in addition to public holidays, pro rata.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. Subsequent to a satisfactory review, the notice period increases to two months.

Some late evening or weekend attendance may be required. Should you work over the normal weekly hours, you will accrue time off in lieu (TOIL).

BENEFITS

Death in service benefit (4x base salary)

Employee Assistance Programme including Private GP and Counselling Virtual Appointments

24-hour confidential helpline offering financial and wellbeing support Enhanced

Maternity and Paternity Pay

Enhanced Sick Pay

Free access to Rambert classes (subject to class capacity) Free

Access to onsite gym

Free tickets to Rambert shows (dependent on capacity)

2 paid volunteer days per year

Discounted theatre tickets/Art Fund membership

Pension Auto Enrollment begins after 3 months



AN INCLUSIVE WORKPLACE FOR ALL

Our vision is to have a workforce that is reflective of the society we are based in therefore we encourage underrepresented groups within the arts industry to apply.

We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the arts industry. We actively make a stance against racism; holding diversity and inclusion training and having a staff diversity and inclusion working group to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. We will interview candidates who meet the minimum criteria for the role. Please let us know if you require any reasonable adjustments for any part of the recruitment process.

We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

TO APPLY

To apply, please send the below to recruitment@rambert.org.uk by **12 noon, Friday 9th August 2024**.

- A CV
- A cover letter that details your interest in the role and your relevant experience and suitability for the role referring to the key responsibilities and personal specification (max 1 side)
- An equal opportunities monitoring form

First interviews – Week Commencing 12 August 2024

Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.



FURTHER INFORMATION

For more information, please contact Recruitment.
Recruitment@rambert.org.uk

Thank you and best of luck with your application.

Rambert
99 Upper Ground London SE1 9PP Rambert.org.uk



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

RAMBERT 