

# RAMBERT

HEAD OF PRODUCTION



**RECRUITMENT PACK**





## 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.

In this pack you will find:

- Background information on Rambert.
- The job description, conditions of employment and person specification.
- Information on how to apply

Further information can be found on our website [www.rambert.org.uk](http://www.rambert.org.uk).



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 strives 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, 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 Head of Production role at Rambert. This is an exciting time for our organisation as we continue to push the boundaries of contemporary dance both on stage and screen. Alongside our world-class programme of performances, we are currently touring our large-scale production *Peaky Blinders - The Redemption of Thomas Shelby*, which has captivated over 150,000 audiences across the UK and Europe. In 2025, we will expand our touring repertoire, with new performances scheduled with our UK venue partners and a highly anticipated three-week run of *Peaky Blinders* in Paris.



At Rambert, we pride ourselves on being at the heart of the UK's creative industries. Our state-of-the-art home is on London's South Bank and our facilities serve as a rehearsal base for some of the UK's biggest productions. As we continue to grow and innovate, we are looking for a dynamic and experienced **Head of Production** to join our leadership team.

This is a unique opportunity to be part of an organisation that not only delivers exceptional work but also launches pioneering ventures. From *Rambert Plus* – our digital channel and online class subscription service – to our Ofqual-accredited *Rambert Grades* syllabus (in partnership with Rambert School), we are reaching thousands of young dancers worldwide. We also have an award-winning co-working space and a growing programme of community-driven participation projects across the UK.

As Head of Production, you will play a key role in ensuring our productions meet the highest standards of artistic and operational excellence, while supporting our vision to balance public funding with the commercial potential of our building and productions. You will help us advance Rambert's credentials as a champion of inclusion, relevance, and responsibility to the communities we serve, as well as to the environment in which we work.

At Rambert, how we do things is as important as the work we create. We seek an exceptional individual who shares our commitment to excellence, creativity, and collaboration. If you're inspired by our vision and have the skills, experience, and passion to lead our production team to new heights, we would love to hear from you.

**Francesca Moseley**  
**Director of Producing**



# 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.



## 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.**





# HEAD OF PRODUCTION



*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*





## **HEAD OF PRODUCTION**

The Head of Production is responsible for the planning and management of all production aspects of Rambert's work, including the artistic touring programme, participation programme, special events and building-based activity and the strategic development of the production team and resources to respond to the organisation's needs.

### **What we're looking for:**

The Head of Production will be an individual with considerable production management experience on the large scale; artistic and technical credibility and who has the appetite to apply their knowledge strategically to the production systems of Rambert whilst supporting the creation and touring of ambitious productions. The Head of Production is responsible for providing Rambert's leadership with the technical expertise to make comprehensive producing decisions, and the insight and opportunity to make the most creative business decisions. Using your knowledge of dance and performance, you will oversee Rambert's artistic programme from a production management perspective working closely with the Director of Producing to use Rambert's production resources across our multi-faceted programme.

You will oversee the production elements for new works often working in collaboration with our partner choreographers from emerging talent to world renowned artists and their teams both in the UK and internationally, annual touring productions on the large and mid-scale, installations and one-off events, work made for film and with and for our community participants and ensure the provision of technical support for events in Rambert's building.

You will be ready to roll your sleeves up and get things done, supporting a small, committed and talented team, and to advocate for what is needed to improve and grow the organisation applying our House Rule, "Always believe it can be better".

Rambert's work is recognised for its high production values and an efficient, collaborative approach. In reviewing decision-making, financial reporting and safety management systems, the Head of Production can build on Rambert's excellent reputation and track record. This leadership role requires resilience, determination and vision to deliver the production processes that Rambert will need for the next decade. Credibility with the world's best creative artists is essential. The ability to enable a collaborative and inclusive culture in the studio, workshops and backstage and to sensitively apply just enough control to ensure that the very best support is provided, and work is elicited from production managers, stage managers and department heads, is vital. Balancing the artistic visions of diverse creative teams with the latest integrated technologies and fabrication methods which will allow Rambert to maintain its position as one of the world leading touring companies, is a complex equation to solve with finite resource. With experienced and ambitious executive and artistic leadership, a revived producing programme, re-focussed audiences and participation activity, ambitious public engagement plans and for the organisation, this



role offers the right candidate the chance to make their mark in the industry.

You will work with, and be supported by, a technical and production team whose experience and knowledge are a huge asset to capitalise on as Rambert enters this new chapter in its history.

## **Key Accountabilities**

**Accountable to:** The Director of Producing.

**Accountable for:** Technical Manager, Production Manager; Peaky Blinders, Head of Costume, other freelance technical, production and stage management staff, as required.

### **Duties:**

- To oversee the production process for all new works and revivals, ensuring that creative teams and the production and technical teams are collaborating efficiently and effectively.
- To manage and nurture the Rambert technical team, maintaining and developing a complementary, diverse and sustainable team including freelancers.
- To work with the producing department to ensure that high quality, up-to-date technical and production information is available to venue partners.
- To maintain an efficient, flexible and contemporary approach to the company's touring, including recruiting and nurturing touring personnel, and establishing communication systems and schedules.
- To oversee and manage technical and production support for public events in Rambert's building, for participation activities, and elsewhere, and for hirers of Rambert facilities.
- To work with the Director of Producing and the technical and production team to ensure the most effective use of the Rambert's technical and making resources.
- To help ensure Rambert is seen as a professional, expert and helpful company by all backstage and production personnel who work with us.
- To implement an appropriate procurement policy for the technical and production team.
- To work with the Head of Finance, COO and Director of Producing to proactively forecast and manage expenditure, and to keep an overview of production and departmental budgets.
- To work with the producing and dancer management team on the coordination of repertoire and touring.
- To identify priorities for capital investment and collaborate with the Head of Finance and COO on capital budget.
- To promote an alert and proactive safety culture and cultivate an inclusive working





environment for all staff.

- To establish robust management culture that coordinates Rambert policy, legislation and working agreements with clarity and consistency for the business, individuals and the organisation they work for.
- To engage in promoting environmentally sustainable practices across the making and touring of all Rambert's work.
- To ensure that the recruitment, employment, and working practices of technical and production staff are in line with Rambert policy and procedures.

### **General Responsibilities**

- At all times to carry out duties and responsibilities in line with Rambert's policies and procedures and House Rules.
- To support Rambert to proactively develop and encourage environmentally sustainable practice.
- To support Rambert in being an inclusive and diverse organization.
- To attend staff meetings, training sessions and other events, which may sometimes extend outside normal working hours.

Outside of those listed above, we also welcome alternative inputs into how we can best achieve our goals.

### **Person Specification**

We want brilliant and daring people to work at Rambert – people who are both empowered and accountable, who want to be there and are committed to excel in their contribution to our success.

We're a team of skilled, motivated and collaborative people and everyone is expected to engage in the life of the organisation. In return you will be welcomed into an exciting and supportive environment where you will be encouraged to move towards success and grow into your best self.

### **Experience and Expertise**

#### **Technical Theatre**

- A proven track record in technical management with a major international touring company or receiving house.
- Excellent technical skills with a thorough understanding of current equipment and systems across all the main areas of technical theatre (stage, lighting, flies, sound, engineering and build/access areas).
- Good understanding of the work and operations involved in productions, including production workshops, costume departments, stage management and transport, logistics and storage.



- An intimate knowledge of international dance show-making, coproduction, hires and touring.
- An interest in, and desire to, ensure that all future Rambert work is made with good environmental impact policies in place.
- To ensure all production-related work is safe and complies with current entertainment licensing, fire, building and Health and Safety legislation and take overall responsibility for risk assessments within the department.
- To ensure the inspection of rigging and lifting equipment in accordance with LOLER regulations is carried out as required on Rambert inventory.

### **Management**

- Proven record of strong financial management across multiple simultaneous projects.
- Consistent performance under pressure and effective troubleshooting and problem-solving ability.
- An understanding of the artistic aims and objectives of Rambert.

### **Leadership**

- The ability to operate successfully at senior levels and act as an ambassador for the technical and production teams internally and externally.
- Excellent leadership skills with the ability to manage, motivate and develop the production and technical teams.
- The vision to establish guiding principles and the determination to continuously reinforce them through words and actions.
- The credibility with creative teams to engender an open and honest dialogue throughout the production process that provides the environment for everyone to be effective and do their best work.
- Creativity to be able to innovate solutions across the full range of production and operational activity.
- Experience of managing multiple venue relationships and negotiating the best conditions possible for touring productions.

### **Desired Proficiencies**

- First Aid qualification.
- IOSH qualification.
- Experience of using CAD Software (Autocad or Vectorworks).
- Experience of workshop tools and machinery.





- An understanding of equal opportunity and cultural diversity issues in the delivery of the position.



## Employment Conditions

Salary:	£54,000
Portfolio Flexibility	In addition to the above salary, Rambert is open to agreeing on further flexibility on undertaking freelance work. The exact arrangements are to be discussed and agreed throughout the recruitment process. We welcome our Head of Production to be able to undertake freelance engagements during agreed periods (such as the summer and/or Christmas) in addition to using the excellent production facilities owned by and available to Rambert.
Employment Term:	Permanent full-time position. However, we are happy to discuss flexible working styles (such as compressed hours) to accommodate preferences, or other personal and/or creative commitments.
Hours of work:	Monday to Friday 9.30am to 6pm with some evenings and weekends as required when the company is on tour.
Holiday entitlement:	25 days paid leave in addition to public holidays, pro rata.
Place of work:	Most of your time will be spent in the offices and dance studios at 99 Upper Ground, London. We're very open to some flexibility (for example working from home one day a week if desired) but this is a collaborative role, and we work face to face as a team in the most part.
Probation and Notice Period	This post carries a probationary period of six months, during which time the notice period required by either party is two weeks. After a satisfactory review, the notice period increases to three months.





## **Other Non- Salaried 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)
- Two paid volunteer days or days for further education / study per year.
- Discounted theatre tickets/Art Fund membership.
- [Star Card](#) offering discounts along the Southbank
- Pension Auto Enrollment begins after 3 months.



## **To Apply**

Please send the below to [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk) by 5pm UK Time, Friday 13 December

- A CV.
- A one-page (maximum) cover letter that details your interest in the role, relevant experience and suitability for the role referring to the key accountabilities and personal specification (above).
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.

We want to make all opportunities at Rambert accessible to anyone who wishes to apply. If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss your needs with you. We can accept your application in a variety of ways:

- Video
- Recorded audio
- Dictate your application to us over the phone
- If you wish to apply in any of these ways, please contact [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk)

Further details on our commitment to inclusivity as part of this application process are outlined on the next page.

**First interviews:** Week commencing 16 December 2024.

Please note that you may be asked to undertake a task in advance of an interview.

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. We may ask that you perform a short written (in Excel) exercise as part of the interview process.

Please ensure you have the Right to Work in the UK. Pre-employment checks will be undertaken prior to a job offer being made.

If you have questions or would like an informal conversation about the role, please email Francesca Moseley, Director of Producing [francesca.moseley@rambert.org.uk](mailto:francesca.moseley@rambert.org.uk).

Thank you and best of luck with your application.



## **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.

Rambert

[Rambert.org.uk](https://www.rambert.org.uk)

99 Upper Ground London SE1 9PP



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