

JOB DESCRIPTION

POST:	Theatre and Production Manager
REPORTING TO:	Vice Principal
OTHER WORKING RELATIONSHIPS:	Artistic Director & Programme Lead for VERVE, Director of Studies, Heads of Faculty, Programme and Curriculum Leads, Programming Events & Front of House Manager, Guest Artists, Academic and Support Staff

MAIN PURPOSE OF POST:

The Production and Technical Manager is responsible for the planning, coordination, and delivery of all technical and production elements across the theatre and the dance school's performance programme.

This role oversees the safe and efficient operation of the theatre's technical facilities and supports the production needs of student performances, visiting companies, teaching activities, and public events.

The role requires a practical, hands-on technical professional who can manage production logistics, supervise freelance technicians, and support students in developing professional production standards.

DUTIES/KEY RESPONSIBILITIES

Production Management

- Plan and manage the technical and production delivery of all in-house productions, student performances, assessments, and external events and hires including rigging, focussing, lighting and soundchecks.
- Work with choreographers, directors, visiting artists, and departmental leads to realise creative ideas within available resources.
- Create and manage production schedules, technical rehearsal schedules, and get-in/get-out plans.
- Coordinate set, lighting, sound, projection, and stage management requirements.
- Manage production budgets in collaboration with senior staff.
- Liaise with visiting companies regarding technical specifications, riders, risk assessments and lighting / ground plan.

Technical Management

- Oversee the operation and maintenance of theatre technical systems including:
 - lighting
 - sound
 - stage machinery
 - AV and projection
- Manage equipment maintenance and procurement.
- Maintain the theatre's technical inventory and asset register.
- Ensure equipment is safe, compliant, maintaining clear records for Health and Safety obligations.
- Lead technical set-ups for productions and events when required.
- Develop and maintain a Theatre Procedures and Operations manual for staff, students and visiting companies.
- Support the Senior Team with any capital development and funding bids to enhance the theatre and lighting studio provision.

Venue and Event Delivery

- Act as lead technical contact for performances, rehearsals, and hires.
- Coordinate technical support for internal events, showcases, and external hires.
- Prepare risk assessments and method statements for production activities.
- Ensure efficient turnaround between performances and events.
- Video student work and internal / external performances as required and hand promptly to the Library Assistant who will facilitate the transfer into an appropriate format for cataloguing, viewing and archiving.

Student Learning Support

- Support students in understanding production processes for sound and video editing and lighting decks.
- Provide technical guidance for student choreography projects and performances.
- Contribute to professional practice by modelling industry standards in rehearsal and production environments.

Team Leadership

- Recruit, train, deploy and manage casual theatre technical staff as demand requires
- Schedule technical staff for performances and events.
- Provide clear briefings and supervise technical activity during get-ins and performances.

Health & Safety

- Ensure all technical and production activities comply with:
 - UK health and safety legislation
 - theatre safety best practice
- Maintain risk assessments for production work.
- Ensure safe working practices including:
 - working at height
 - manual handling
 - electrical safety
- Lead emergency procedures within the theatre during events when required.
- Support the NSCD Sustainability Action Plan and the desire to lower carbon footprints within the Riley Theatre.
- Hold a first Aid Certificate.

General Duties

- Undertake all necessary staff development and training.
- To follow the School's Code of Practice in such matters as Health and Safety, Equal Opportunities and Safeguarding.
- To follow all agreed Quality Assurance Systems within the School.
- To undertake any other related duties as and when required by the Head of Finance.

Person Specification – Theatre and Production Manager

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Paid and unpaid experience may both be relevant.

Essential:

- Significant experience in theatre or live performance production/technical management with a relevant technical or vocational qualification.
- Strong practical skills in lighting, sound, and stage operations.
- Experience managing productions from planning through to performance.
- Knowledge of UK theatre health and safety standards and ability to carry out risk assessments.
- Ability to work flexibly including evenings and weekends and work away from the NSCD base staying overnight if required.
- Strong organisational and problem-solving skills.
- Experience working with artists, creatives, or educators.
- A proven track record of being highly organised, with the ability to work to very tight

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deadlines, whilst managing a varied workload with regular interruptions and ever-changing priorities.

- A UK driving license to travel to performance locations and to collect equipment as necessary.
- Proven interpersonal and communication skills.
- Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults,

Desirable

- Experience as a technician working in dance or performing arts environments.
- Experience in higher education or training settings.
- Knowledge of technical theatre teaching or mentoring students.
- Budget management experience.
- IOSH / NEBOSH or similar safety qualification.
- First Aid qualification.
- Knowledge and certification of Portable Appliance Testing (PAT).
- Experience of working with people from a wide variety of social and cultural backgrounds.

Key Skills

- Production planning and scheduling
- Technical troubleshooting
- Communication with creative teams
- Budget awareness
- Leadership and team coordination
- Calm problem solving under pressure

Working Environment

This role combines office-based planning with hands-on technical work in studio and theatre environments. The postholder will work closely with artistic staff, students, visiting artists, and external companies.

Due to the nature of performance activity, evening and weekend work will be required, with time off in lieu provided where appropriate.

TERMS AND CONDITIONS

Full terms and conditions of employment will be supplied to the successful candidate, but in brief these are:

Place of employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of work:	Minimum of 37 hours per week, (flexible hours involving evenings and weekends)
Remuneration:	£35,297 - £39,727
Contract:	Permanent
Probation:	6 months
Leave entitlement:	25 days 8 bank holidays and up to 3 discretionary days between Christmas and New Year
Period of notice:	2 months on either side
Pension:	West Yorkshire Pension Scheme, 16.3% employer contribution.
Other Benefits:	Free on-site car park Staff training and development Health Shield (work-place health cash plan) Free or reduced-price tickets for Riley Theatre schools' performances

Equal Opportunities

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

Equality, Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

Safeguarding

NSCD follows Safeguarding provision and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of NSCD's Environment and Sustainability Policy.

March 2026