Thank you for your interest in the new post of **Technical Director** at the Unicorn Theatre.

The Unicorn is committed to being an equal opportunities employer, and welcomes applications from all sections of the community.

**THE UNICORN**

The Unicorn is the UK’s leading professional theatre for young audiences, dedicated to inspiring and invigorating young people of all ages, perspectives and abilities, and empowering them to explore the world – on their own terms – through theatre.

Year-round, the Unicorn works with some of the world’s most exciting theatre-makers to produce, present and tour a surprising, innovative and broad range of work that is honest, refreshing and international in outlook. The Unicorn aims to change the perception of UK children’s theatre for ever.

At the Unicorn, we believe in:
- bringing art to young people and young people to art
- pushing the boundaries of what theatre for young audiences can be
- opening our doors to everyone
- speaking to the audience of today, not just creating the audience of the future
- diversity. Because the world is diverse.

At the Unicorn, we strive to push the boundaries of imagination in everything that we do, welcoming families, schools, and young people for unforgettable theatrical experiences that will expand horizons, change perspectives, and challenge how we all see and understand each other.

**ABOUT THE UNICORN**

The Unicorn is a major UK theatre, funded using public subsidy by Arts Council England. Since autumn 2011, the Unicorn has been jointly run by a Chief Executive team of Purni Morell (Artistic Director) and Anneliese Davidsen (Executive Director), working with a Board of Trustees.

The theatre’s output has grown substantially over this period, stabilising at an annual output of around 20 productions every year, of which most are made by the Unicorn, and a handful are visiting national and international work. In the past four years, the company has produced and presented no fewer than 110 shows, with 58 being the Unicorn’s own work; we will have toured 22 productions in the UK and internationally. We have been nominated for and won numerous awards including the Peter Brook Empty Space Award ’14, the UK Theatre Award for Best Show for Children and Young People, and a recent nomination for The Stage London Theatre of the Year ’15.

At the Unicorn, there are four heads of department – Development with a staff of three, Marketing & Communications with a staff of five, Technical with a staff of six, and Finance, with a part-time assistant. Other key strands of work are managed by the Producer, General Manager, the Learning Associate, the Community Projects Director, and the Events Producer who also
manages the Front of House team. The Director of Marketing & Communications also manages the Box Office team and Schools' Relationship Manager.

60% of the theatre’s audiences are families, but the theatre also has robust schools’ relationships, a wide-ranging programme of Accessible performances and a new focus on outreach into local communities. The Unicorn has also developed strong co-producing relationships at home and abroad and our international partnerships are a key element of our artistic aims for the future.

In autumn 2014 Arts Council England renewed its three year investment in the Unicorn with an uplift to grant-in-aid taking our annual subsidy to £1.3 million from 2015-18. This uplift marked the achievement of the previous years and forms a central context of the organisation’s Business Plan for the coming years. Following a period of acute growth, the key to the next phase of the Unicorn’s evolution is to maintain the quality of productions, ensure the widest possible reach of work and for audiences, and guarantee the long term stability and economic viability of the Unicorn as a business. We are aiming for confident and sustainable growth over the next three years as we enter the Unicorn’s 11th decade as a producing theatre for young audiences.

Currently, the Unicorn has a turnover of £2.7 million, of which £1.3 million comes from Arts Council England. 21% of turnover comes from Box Office – with almost all tickets being sold to children at concessionary rates – and 23% from fundraising. Commercial activities – café, merchandise, events – stand at 6% but are growing fast.

**UNICORN THEATRE COMPANY JOB DESCRIPTION**

**TECHNICAL DIRECTOR**

The Technical Director is a member of senior management and is responsible to the Executive Director. The Technical Director manages the team of multi-skilled technicians, as well as the Building Maintenance Manager, Production Manager, Production Co-ordinator and casual technicians and stage managers as required for the operations of the building and its productions. Working to the Executive Director, the post has overall responsibility for Health and Safety and for Fire Safety.

**Principal Function**

The Technical Director has two key areas of responsibility: s/he is directly responsible for the provision of all technical and design elements required for the presentation of Unicorn productions to the highest artistic standard; and s/he runs and maintains the fabric and resources of the building. S/he oversees incoming work and visiting companies and enables and supports all performances and associated projects and events in the theatre’s programme.

**Key responsibilities:**

**Productions & Projects**
- To plan and oversee all Unicorn performances and events to the highest standard, ensuring that they are provided with appropriate technical resources and competent staff, and remain safe, within budget, and on schedule.
- To liaise with and report to freelance directors and designers involved with the creation of Unicorn productions, young people’s projects, co-productions and special events; to draw up plans, budgets and schedules to realise the productions; to arrange for the construction, purchase and/or hire of all design elements; to provide expertise and other specialist technical help as required.
- With the Executive Director, to devise and manage the Production, Technical and Maintenance budgets, providing regular accounts and reports, ensuring budgets are kept within their limit, and adhering to the company’s Financial Regulations and procedures.
- To recruit and appoint all freelance Stage Management, Technical and Wardrobe staff, and to ensure that they are competent and properly trained, and to schedule and supervise their operations.
- To support the Stage Management team and the Production Manager in facilitating productions, events and hires.

**Technical & Building Services**
- To oversee and supervise the general maintenance programme, ensuring that all building systems and contracts are fully up to date and offer value for money, and that running repairs are noted and attended to. To maintain a full overview of all building and theatre technical equipment, ensuring the company is legislatively compliant, and maintaining the general appearance and upkeep of the building.
- To devise, budget and schedule all maintenance work.
- With the Executive Director, to co-ordinate all utilities contracts, ensuring best possible value for money, efficiency and safety, and to manage the cleaning of the building.
- To ensure all productions & projects comply with legislation, are certificated as required, have the correct risk assessment and method statement documentation, and have been inspected by the relevant authorities, as necessary; to maintain proper and complete records and respond to developments or changes in legislation; to ensure each production complies with Health & Safety policy; to provide risk assessments; to advise and instruct production and building staff on safe procedures; to provide any training required; to provide H&S reports on each production or project.
- To manage the Health and Safety for all backstage areas and report as required on such matters including the maintenance, certification and management of all technical items as required under H&S legislation.

Over time we anticipate some changes to the building remit, with refreshed systems to be developed and managed in partnership with the new General Manager.

**PERSON SPECIFICATION**
The Unicorn is one of the busiest theatres in the UK. We are looking for an energetic, ambitious and motivated Technical Director with the enthusiasm to take on up to 20 productions each year and to co-ordinate production responsibilities with your production teams. You will enjoy managing a team, seeing projects through to completion and ensuring that information is communicated effectively. You will be highly organised and self-motivated, and able to demonstrate a track record in robust production and budget management.

**Essential skills:**
Proven production management and touring experience.
Thorough knowledge and experience of current stage and rigging techniques.
Experience or knowledge of building maintenance and service contracts.
Experience of budgeting and effective management of project and staff budgets.
Working knowledge of business continuity planning.
Line management experience, with excellent interpersonal and communication skills and the creative ability to get the best out of a team.
Ability to work effectively under pressure.
Excellent CAD and Microsoft Office skills.
Health and Safety training.
An understanding of, or interest in, theatre and the Unicorn’s aims.
A commitment to diversity and equality of opportunity.

Desirable skills:
- International touring experience as a producing or receiving organisation.
- First Aid certification.
- Understanding of Theatre Licensing requirements.
- Interest in environmental issues and in improving theatre and building environmental controls.
- Interest in working with young people.

**Salary:** £40,000 per annum.

**Contract:** Full-time, following a three month probationary period. You will work a flexible five day week. Annual leave allowance is 25 days per annum, plus Bank Holidays, with one additional day to a maximum of 30 for each full year of service.

**Other:** The Unicorn offers an opt-out stakeholder pension scheme.

**Closing date for applications:** Friday 28 October 6pm

**First Interviews:** w/c 31 October

Please apply by application form and please also complete the Equal Opportunities form which we will use to monitor whether we are managing to diversify our workforce and becoming more representative of the communities we serve. Please return your completed application to jobs@unicorntheatre.com.

The Unicorn Theatre is supported using public funding by Arts Council England. We aim to be an Equal Opportunities Employer.