

# RECRUITMENT PACK

## APPOINTMENT OF TECHNICAL DIRECTOR

marlowe theatre

THE  
MARLOWE





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# Welcome from the Chief Executive



*The Ocean At The End Of The Lane. Photo by Brinkhoff Moegenburg.*

## Thank you for your interest in applying to be our Technical Director.

It's an exciting opportunity for someone with drive and ambition to join the Strategic Management team at The Marlowe as we ramp up our producing capability, expand the scale and range of the work we present on our stages and develop our role as a training organisation, both in-house and across our region.

Our audiences are strong and loyal. We welcomed 370,000 people through the doors in 2023/24, with 90% saying they would definitely recommend The Marlowe to friends and family in a recent audience survey.

Our commitment to equity, diversity and inclusion informs everything we do and an in-house, cross-organisational EDI Working Group looks at all aspects of our work through this lens.

We have worked with Julie's Bicycle to become a Creative Green organisation and our cross-department Team Green Working Group provides on-going challenge to the organisation. Our ambition is to be carbon neutral and we actively participate in developing the industry's Green Book.

In order for our spaces to match our ambitions we have two major capital projects in development – The Marlowe Kit, a jewel of a medieval building within the city walls which we want to develop

into a Creative Learning Centre and visitor destination and a 'Phase 2' development of our main theatre building, 12 years after it was originally built, to add rehearsal rooms, and improve back-of-house facilities.

Both projects speak to the city and region's regeneration and economic growth agendas, and since becoming an independent charitable trust in late 2018, we have become closely involved in initiatives to make Canterbury and Kent a great place to live, work and study, including in the city's successful Levelling Up bid, and through board membership of Creative Kent and Canterbury BID.

On a national level, we are a member of the Touring Partnership, Dance Consortium and the Children's Theatre Partnership.

The following pages will give you more insight into the organisation and the role. If you have any questions prior to making an application, please do not hesitate to contact our Executive Director, Kate Mackonochie at [kate.mackonochie@marlowetheatre.com](mailto:kate.mackonochie@marlowetheatre.com).

**Deborah Shaw**  
Chief Executive



# The Marlowe



Matthew Bourne's *Sleeping Beauty*. Photo by Danny Kaan.

**Our vision** is for a Kent that is thriving, creative, connected, confident and compassionate.

**Our core mission** is to be the engine house of the performing arts in Kent, shaping the spirit of our region.

**Our core values** are to be resilient, passionate, supportive, authentic, collaborative and diverse.

## Background and context

The Marlowe Theatre, Canterbury is one of the UK's most successful large-scale regional theatres (UK Theatre of the Year in the Stage Awards 2022). Our mission is to be the engine house for the performing arts in Kent, shaping the spirit of our region.

We bring West End musicals, national companies, a symphony orchestra season and high-profile tours to Kent audiences, in a year-round programme of theatre, dance, opera, music and comedy in our 1,200-seat main house. Next year we begin producing large-scale plays made in Kent and touring nationally. Our 150-seat Studio is dedicated to the development of new ideas, with a mix of R&D with resident and visiting companies, sharings and presented shows, plus a home-produced family show at Christmas.

Supporting and nurturing artists at all stages of their careers, engaging with our communities, and developing the creative lives of the next generation are all part of our core purpose.

Our Writers Room commissions and develops new writing and supported 104 regional writers this year through our writing programmes for stage and screen.

### Key stats 2023/24

**375,000** people attended a show

**£14.6 million** annual turnover

**£44.3 million** economic impact to our region





Cygnets School. Photo by David Oxberry.

We work with over 4,000 young people each year across our Youth Company, our Associate Schools network in partnership with the Royal Shakespeare Company, as the national home for Matthew Bourne's New Adventures' Cygnets School and in co-delivering a UAL Level 3 Performing Arts with Canterbury College at the Marlowe Academy of Performing Arts.

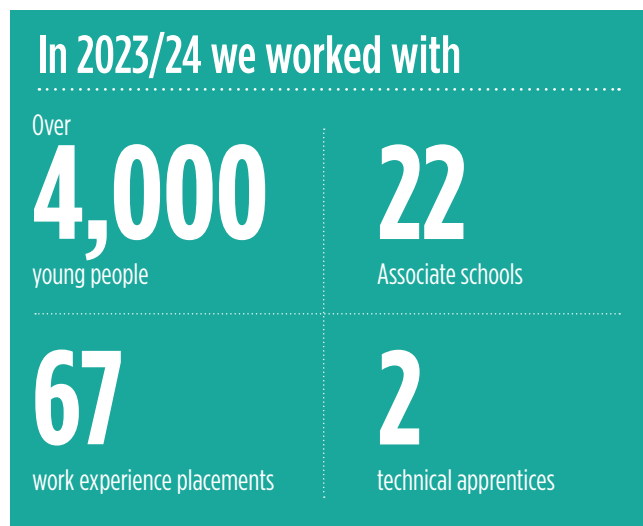
We create participation projects with our resident and associate companies, the RSC, the Philharmonia Orchestra, Matthew Bourne's New Adventures and digital production company I6I21.

As the largest performing arts employer in the region, we are committed to developing the workforce of the future, providing apprenticeships and work experience opportunities for over 100 young people every year across all areas of theatre-making.

We are fast outgrowing our spaces and developing major capital projects as a result, including turning the 800-year-old Poor Priests' Hospital within the city walls into a Creative Learning Centre and free heritage destination, with support from

Levelling Up and the National Lottery Heritage Fund. We are also looking towards the long-term development of our theatre building, increasing our technical and producing capacity.

The Marlowe is proud to be an independent, not-for-profit charity. We raise all of our income through Box Office, secondary spend and fundraising and receive no revenue funding from statutory bodies. The Marlowe's regional economic impact is over £44 million per annum.







Solar panel installation. Photo by David Oxberry.

As the largest arts sector employer in the region, we play a key role in providing skills development and training and expanding the skill base in our region. We host around 50 work experience placements per annum and have 2 technical apprenticeships, with ambitions to expand this area of our work.

None of this would be possible without our committed and incredibly hardworking team of 230 people. The Marlowe invests in wellbeing, training (including a bespoke Marlowe Managers course), recognition and reward through our comprehensive People Plan, which won us the 2022 UK Theatre Workforce Award.

### Key stats 2023/24

**230** members of staff

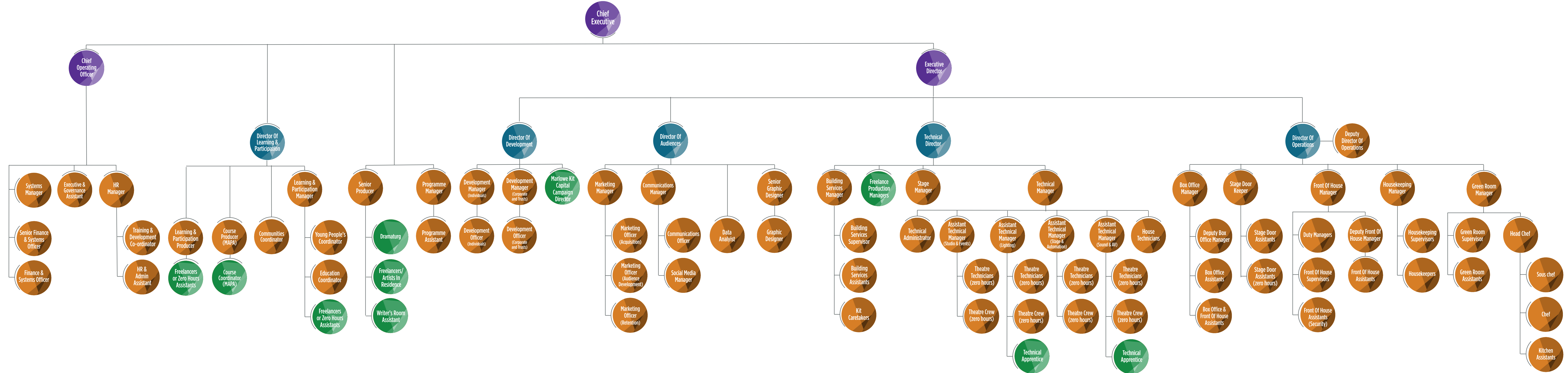
**18** mental health first aiders trained

**19** staff wellbeing events funded by The Marlowe



# THE MARLOWE TEAM STRUCTURE

Key ■ Executive Team ■ Strategic Management Team ■ Permanent Staff ■ Temporary Staff



# The Role

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The Technical Director is a high-level position at the Marlowe Theatre, leading a large team of technicians and managers. They are responsible for overseeing the technical capacity of the organisation, including large scale received works, the delivery of our own productions and the building services across our estate.

We are a fast-growing organisation, and we are looking for a leader who will join our Strategic Management Team to help us drive the organisation forwards, finding new ways of working and supporting change.

The Technical Director also sits on the programming committee and is encouraged to maintain strong relationships across the sector, seeking best practice and striving for innovation in the organisation.



# Job Description

## POST DETAILS

|                   |                             |
|-------------------|-----------------------------|
| <b>Job title</b>  | <b>Technical Director</b>   |
| <b>Reports to</b> | <b>Executive Director</b>   |
| <b>Grade</b>      | <b>£54,051.49 per annum</b> |

## Job purpose

To lead on the strategic development and management of the Marlowe Theatre's Technical department, in line with the ambitions and priorities in the organisation's Business Plan and agreed strategies.

A member of the Strategic Management Team.

## Principal accountabilities

1. To contribute to the development of policy and play a significant role in the strategic direction of the theatre as a member of the Strategic Management Team.
2. To lead and develop the technical team, ensuring that staff are effectively recruited, trained, have development opportunities, and are supported and supervised so they are able to deliver an excellent technical service.
3. To lead on the strategic planning and development of the theatre's technical services and capacity, keeping up to date with best practice, ensuring that positive and productive relationships are developed within the industry.
4. To plan the efficient delivery of the Marlowe's technical provision, working closely with the Artistic Planning team to ensure that our programmes of work are supported to a high technical standard.
5. To develop and implement a strategy to manage and maintain the Trust's Estate, ensuring that high standards of safety, efficiency, compliance and presentation are met at all times.
6. Ensure the safe and efficient maintenance of the Marlowe Theatre's technical and production facilities across the estate and any additional performance or rehearsal spaces required by the Marlowe Theatre.
7. To stay up to date with sustainability best practice and innovation, bringing these expertise to the organisation.

8. Chair the Marlowe Theatre Health and Safety Committee to develop and foster a safety culture within the organisation, ensuring that where improvement is required, the process and policy are held to account and that the Marlowe Trust Health and Safety policy is continually fit for purpose.

9. To ensure that you, your team and contractors work in a safe and legal way to comply with Marlowe policy and procedures, regulatory and legislative requirements.

10. To drive your own career and skills development, making the most of the opportunities made available to you.

11. To live and represent the Marlowe's values.

## Required attributes

### Required qualities

The Marlowe's core values are to be resilient, passionate, supportive, authentic and collaborative in everything we do.

We actively seek to represent the diversity of our society.

In order to live our values, our Technical Director should be:

- A strategic and creative thinker.
- A people person with great interpersonal skill.
- Interested in innovation.

### Knowledge

- Excellent knowledge of processes and developments within contemporary stage, lighting, sound, production and digital disciplines.
- Good knowledge of UK Theatre/BECTU agreements.
- Good knowledge of relevant legislation in particular health and safety.
- Good understanding of sustainable production practices.
- Good understanding of supporting both received and own produced projects.

### Skills

- Great strategic planning and management skill.
- Excellent problem-solving skills.
- Good written and verbal communication skills.
- Good numeracy and budget management skills.
- Excellent technical skills related to live performance.



## Experience

- Extensive experience of working within technical or production management roles including traditional theatre and non theatre spaces.
- Experience of managing building services.
- Good experience of line management and overseeing a large team.

## Qualifications

- IOSH Leading Safely or similar high level safety qualification or willing to engage with training in role.

## Working environment

The Marlowe Trust is open to flexible working so talk to us about how you think you can best deliver this job and about your flexible working needs.

The Marlowe's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

- Must be able to fulfil the physical demands of the post.
- Work may be subject to Enhanced Disclosure and DBS checks.
- Some working at height.
- Some working in confined spaces.
- Some working outdoors.
- Some working in high-noise environments.
- Some work with controlled substances.
- Some evening and weekend working.

## Salary and benefits

£54,051.49 per annum

- Smart Pension – minimum of 5% employers' contribution
- 25 days holiday (excluding bank holidays) rising to 28 days
- Training and Development opportunities and support including professional fees
- Marlowe Friends membership and complimentary show tickets
- Wisdom Employee Assistance Programme (EAP) for you and your immediate family
- Free flu vaccinations
- Access to our Mental Health First Aider network
- Staff discounts on food and drink

## Appointment process

Closing Date: **Wednesday 10 July 2024**

First Interviews: **Friday 19 July 2024**



Workforce Award  
2022



Theatre Of The Year  
2022



Best Pantomime Winner  
2022



Employer Of The Year  
2022

