

## Technical Manager (Scottish Dance Theatre)

### Applying for this post

To apply for this post, you must submit a CV with cover letter and an Equalities Monitoring Form to [jobs@dundeerep.co.uk](mailto:jobs@dundeerep.co.uk). Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [jobs@dundeerep.co.uk](mailto:jobs@dundeerep.co.uk).

The deadline for receipt of applications is Monday 20 October 2025 at midday.

Interviews will be held at Dundee Rep Theatre week commencing 27 October 2025.

### Guidance

Please refer to our websites, [www.dundeereptheatre.co.uk](http://www.dundeereptheatre.co.uk) and [www.scottishdancetheatre.com](http://www.scottishdancetheatre.com), to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

## Role Summary

### **Technical Manager (Scottish Dance Theatre)**

The Technical Manager (Scottish Dance Theatre) plays a vital role in supporting the technical delivery of [Scottish Dance Theatre](#) (SDT) productions and activities. We are looking for an autonomous, dynamic, versatile individual who is interested in working in an exciting, creative and inclusive environment, and who is passionate about both the company's local grassroots and outward looking profile.

This full-time position is responsible for the day-to-day technical operations of SDT, from supporting rehearsals, through the production process and on to delivering performances both in house and on tour. The role works closely with the Head of Production and Deputy Head of Production to support scheduling and planning, ensuring smooth coordination across the wider Dundee Rep and Scottish Dance Theatre (DRSDT) team. The postholder will also collaborate with the DRSDT Resident Stage Manager to ensure consistent and effective production support across all SDT activities.

The Head of Production line manages the Technical Manager (Scottish Dance Theatre).

## **JOB REQUIREMENTS AND RESPONSIBILITIES**

### **Production Support**

- Support the technical delivery of SDT productions, including lighting, sound, staging, and touring logistics.
- Work collaboratively with designers, choreographers, and the Artistic Director and Rehearsal Director to support creative and technical needs, from the early stages of conception to delivery onstage.
- Support the setup and running of SDT performances at Dundee Rep and on tour.

### **Touring**

- Liaise with venues to coordinate technical requirements, including crew scheduling, equipment transport, and compliance with safety standards.
- Support the technical delivery of SDT performances on tour in a wide range of venues: small, mid- and large-scale across Scotland, the UK and internationally.
- Support the technical adaptation process to touring venues and, when appropriate, re-light works and manage the sound setup and playback. The specific workload will vary according to the nature of the tour, the scale of the production and the mix of skills within the team.
- Work with the wider DRSDT team to ensure all touring equipment is maintained and PAT tested.

### **Studio & Equipment**

- Maintain SDT's technical equipment and storage facilities.
- Provide technical support for rehearsals, daily dance training, engagement and participation sessions, and studio operations.
- Support the documentation of rehearsals in collaboration with the Rehearsal Director and the Resident Stage Manager

### **Team Collaboration**

- Work closely with the Head of Production and Deputy Head of Production to support production scheduling and planning.
- Attend all relevant planning meetings and support the Head of Production and Deputy Head of Production in ensuring a communication bridge between the Artistic Director, Rehearsal Director Senior Producer and the wider DRSDT Production team.
- Assist the wider DRSDT Production team across all projects and tasks where workload allows.
- Collaborate with the DRSDT Resident Stage Manager to ensure technical continuity and support across productions.
- Actively engage in evaluation processes to continually improve the efficiency of our work and develop best practices.

### **Health & Safety**

- Follow Health and Safety policies and procedures to ensure safe working environments.
- Maintain compliance with venue and company safety standards.
- Support the Head of Production and Deputy Head of Production in assessing the specific risks of each production or activity.

### **Administration**

- Assist with equipment hire, budgeting, and record keeping.
- Maintain accurate documentation for technical operations and touring logistics.

### **Any Other Duties**

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

## **KEY RELATIONSHIPS**

### **Internal Relationships**

- Head of Production
- Deputy Head of Production
- DRSDT Resident Stage Manager
- Artistic Director, Scottish Dance Theatre
- Rehearsal Director
- Dancers
- Wider DRSDT Production team
- Senior Producer

### **External Relationships**

- Touring venues and technical teams
- Suppliers and equipment hire companies
- Freelance creative teams

## **PERSON SPECIFICATION**

### **Essential**

Failure to demonstrate how you meet all essential criteria may result in not being shortlisted.

- Minimum 2–3 years' experience in technical theatre or production support.
- Experience with dance productions.
- Strong organisational and communication skills.
- Good proficiency in current lighting and sound systems.
- Understanding of Health and Safety regulations.
- Ability to work under pressure and meet deadlines.
- Full clean driving licence.

### **Desirable**

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- Experience of a range of scales of touring.
- Experience with stage design software (e.g., Vectorworks, AutoCAD).
- Lighting design or relighting experience.
- Familiarity with collaborative working in multi-disciplinary arts organisations.
- Experience in sustainable working practices in theatre production.

## **TERMS AND CONDITIONS**

### Technical Manager (Scottish Dance Theatre)

#### **Hours**

This is a full time, permanent role 37.5 hours per week over five days, excluding five hours of un-paid breaks. The role will require a flexible approach to working hours, including evenings and weekends. Flexible working arrangements will be considered, including some working from home.

#### **Pay**

The salary range for the post is £27,00 to £29,000 per annum dependant on experience,

#### **Holidays**

29 days per year plus five public holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

#### **Notice period**

The notice period will be three months, or within the probationary period one months.

#### **Location of work**

Your main place of work will be Dundee Rep. You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

#### **Other benefits**

- Contributory staff pension after three months service.

#### **Non-contractual benefits**

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant
- Employee Assistance Programme

Dundee Rep and Scottish Dance Theatre Limited is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

### **Equal Opportunities**

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

### **Guaranteed Interview Scheme**

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

### **Safeguarding**

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

### **Offers**

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.