



Friday 3 September 2021

**Dear Potential New Technical Director,**

After a period of huge change at the organisation, and as we prepare for our 66<sup>th</sup> Festival, NSDF is looking for a brilliant individual to join our team as Technical Director.

You will build strong relationships with James Phillips (Director/CEO) and our core team of Lizzie Melbourne (General Manager), Ellie Fitz-Gerald (NSDF CREATES Producer) and Kiki Kollimada (Executive Director); whilst working towards the full technical realisation of our 2022 Festival in Leicester.

In addition to this, well in advance of the Festival, you will work with James and the team to structure the way the Technical Department is run, and you will recruit both the professional and student technical teams that will make the Festival possible.

This pack includes a Job Description and further information about NSDF.

**To apply, please submit:**

- A CV and a letter, no longer than two sides of A4, outlining your reasons for applying for the role and your compatibility with the Job Description.
- An Equal Opportunities monitoring form which can be found [here](#) (this information will not be made available to the selection/interview panel. The information supplied will form part of a confidential statistical record/database which may be used for monitoring NSDF's performance in respect of equal opportunities. This form complies with the requirements of the Data Protection Act and General Protection Regulation (GDPR 2018.)

Deadline for receiving applications is **24<sup>th</sup> September at 5pm.**

Interviews will be held during the week commencing **27<sup>th</sup> September.**

You might want to know what the vision and direction of the company is, and you can contact James Phillips (Director/CEO) to chat about our plans: [james@nsdf.org.uk](mailto:james@nsdf.org.uk).

Your CV and letter should be emailed to General Manager Lizzie Melbourne- [lizzie@nsdf.org.uk](mailto:lizzie@nsdf.org.uk)- with '**Technical Director application**' in the subject line.

NSDF is an equal opportunities employer. We welcome applications from all sections of the community, and we encourage people with different experiences, skills and backgrounds to join us and influence our future.

Thank you so much for your interest in this post, and in NSDF.

A handwritten signature in black ink, appearing to read 'James Phillips'.

**James Phillips** Director/CEO

## About NSDF

NSDF exists to create new art, new artists and new communities.

In recent times the organisation has reorganised and renewed. It is open to all 16-25 year olds.

Through NSDF CREATES we are now creating work and communities from scratch. Everything we have done in the last year has been free and open to all. We hope it's an exciting time to be part of our work.

Although NSDF is now a year round organisation, the Festival is at the core of our work. Brilliant work created by 16-25 year olds from all over the UK is presented to an audience of young people, professionals and public. Alongside this NSDF runs around 100 workshops led by some of the most talented professionals in the industry. There are discussions, debates and masterclasses. Talent is spotted and coached and lives get changed. You get to be part of something.

Wherever NSDF takes place, whether it's one of our chosen cities or even fully online as we were in 2020, these are some of the elements that make up our Festival.

- Anyone aged 16-25 years old can participate at the Festival, it doesn't matter if you are in education or not!
- We present productions selected from all the entries we see throughout the year
- We programme a range of workshops covering performance, producing, technical theatre and everything in between
- We run late night events every evening and daily discussions on the shows and on industry issues
- We have a Festival magazine called Noises Off with young people who apply for places on the editorial team
- We have a Technical Team and Management Team made up of young people who apply for places and help us produce the Festival week

Read more information about the company [here](#).

## History and Alumni

The story of NSDF is one of generations of young people finding their home in the Arts. NSDF was founded in 1956 to encourage and celebrate the best and brightest student theatre that the UK had to offer. We believe it is the most effective bridge for young talent to enter the industry in the UK. The Festival has built careers, companies and life-long friendships. Our long list of alumni includes (amongst thousands of others): Mark Gatiss (actor); Marianne Elliott (director); Vicky Featherstone (director and Artistic Director, Royal Court theatre); Cyril Nri (actor); Mark Ravenhill (writer); Meera Syal CBE (actor and writer). You can see a tiny film about this [here](#).

## Principles

Last year we wanted to write down, as simply as we could, the Principles that underpin the work we do at NSDF. We've attached them with this pack, and they can also be read [here](#).

“NSDF gives opportunities to young champions. It’s an unrivalled experience for young people who would have no ‘in ’to the industry. It would be no exaggeration to say this is life changing work. What works brilliantly is we work in collaboration with their leaders. It’s not just outreach; it’s ‘in-reach ’it’s part of the communities that I & people like me have grown up in. We’re going back in and connecting the industry. It’s fundamental, it’s paramount, it’s beautiful”.

**Nima Taleghani, NSDF Associate**

“It still baffles me to think how big a part NSDF has played in my life over the past three years. It is a rare and irreplaceable organisation that has supported me in taking risks, throwing out the rule book and envisaging for myself what theatre can be. I cannot stress how motivating and special it is to have that space right now when the industry’s future is so uncertain. This is an organisation of people who genuinely care”

**Louisa Doyle, NSDF 18, 19 & 20**

“In an industry that can be notoriously closed off to outsiders, NSDF is a huge lifeline for people like me; it breaks boundaries, creates opportunities, generates self-confidence and inspires careers. When I began my journey into the arts I knew no one in the industry and had no experience of it. Today, I have both and call myself a writer because of NSDF.”

**Mohammed Barber, NSDF CREATES Participant**

“NSDF remains one of the most accessible ways for young people to make a dent in the theatre industry. As an industry we are too closed off, too reliant on personal connections. NSDF is one of the few places this country has for young people to create new work of superb quality and it does it brilliantly.”

**Alan Lane, Artistic Director, Slung Low**

“I had never experienced anything like it. It was during that time that I finally decided to become an actor.”

**Simon Russell Beale CBE, NSDF Alumni**

“NSDF has been an undeniably huge springboard in our development. The contacts we made have been invaluable to us, and we became part of a whole new circle of friends that are passionate about supporting one another and seeing each other grow. The workshops, performances, discussions and over all experience is so forward thinking and inspiring. NSDF is really one of the most exciting places to be for young theatre makers”

**Grace Gallagher, NSDF 19**

## **Job Description - Technical Director**

Reporting to: NSDF Director

### **General**

- The Technical Director is a fixed fee, freelance post.
- The Technical Director leads a professional Technical Team who have a variety of skills and experience in all aspects of technical theatre.
- The successful candidate will have demonstrable, all round experience and knowledge of technical theatre. Knowledge and experience of rigging and construction of temporary venues within larger buildings is important, as well as a good understanding of current Health and Safety requirements and industry standards.
- An empathy and a passion for the principles of NSDF, from inclusion to practicality, (full list of Principles attached with this pack).
- A calm and supportive nature allied to a wish to teach, advise and support young people is essential.
- Alongside this NSDF has achieved significant success and attention with their two fully digital Festivals created during the pandemic. Ideally our new Technical Director will possess skills which will help us, when we return to a live Festival in 2022, to continue including a significant digital element to our work: expanding our reach.
- The Festival has excellent relationships with several Technical Suppliers who sponsor us in kind. Our new Technical Director will be required to carefully manage these relationships and look for other possible sponsorship arrangements.

### **Structuring the Technical Team**

- The Technical Director will- alongside the Director- lead the recruitment and organisation of the Technical Team for Festival 22, structuring to meet the priorities of the new NSDF.
- NSDF is looking for an individual with the drive, knowledge, contacts and shared values to lead the Technical Department into the future. We envision this particular process taking place over a week in November 2021.

### **Duties and Responsibilities**

The Technical Director's responsibilities include, but are not limited to:

- Recruitment and structuring of NSDF Professional Technical Team, in consultation with the Director.
- Line management of NSDF Professional Technical Team.
- Selection of the volunteer student Technical Team (usually around 60 people).
- Appointment of senior student roles, including Stage Managers and Technical Stage Managers.
- Leadership and management of the student Technical Team at the Festival supported by the professional Technical Team.
- Implementation of health and safety requirements and first aid training as required.
- Production scheduling for the shows and all events.
- Scheduling and planning of the technical workshops in liaison with the Director and the Core Team.
- Controlling the technical budget as set by the NSDF Director (CEO).
- Liaising with the Core Team and Associates on all necessary aspects of the Festival.
- Technical liaison with, and support of, the companies who's shows are coming to the Festival.
- Technical liaison with venues in Leicester where Festival Events will take place.
- Technical liaison with Visiting Artists, Sponsors and Suppliers as required.
- Technical support and technical creative ideas for the late night events and any other events throughout the week.

- Organise the hiring or purchase of all technical equipment as required.
- Acquire specialist equipment for other NSDF events or workshops as required.
- Arrange transport and equipment logistics as required.
- Oversee the get out to ensure all returns are made to sponsors and hire suppliers. (The Festival ends on Good Friday and often collection and trucking of equipment happens on the Tuesday after the Easter Monday Bank Holiday).
- Implement the NSDF Technical Team Health and Safety policy, Equal Opportunities Policy and Equality Action. Plan and ensure that all the Technical Team adhere to all NSDF Policies. Ultimate responsibility for all NSDF policies lies with the Director.
- Create and maintain a safe and inclusive environment.
- Ensure that the experience of the young people who come to NSDF is of the highest possible standard.
- Prior to appointment, the TD will be required to undergo a standard legal check (DBS), in accordance with the NSDF Young Person's Protection Policy.

NSDF is a registered charity and an Arts Council England National Portfolio Organisation.

### **Timeline**

- **November 2021:** Recruitment and structuring of Technical Team.
- **February 2022:** Pieces of work chosen for NSDF 22. Full Festival preparations begin, in liaison with the Core NSDF Team.
- **April 9-15 2022:** The Annual Festival.

### **Fee**

The Technical Director will be contracted by NSDF on a fixed fee of £4,500, paid in instalments, with the first instalment to cover work done recruiting the Technical Team, alongside the Director.

The Technical Director is provided with single occupancy accommodation for the duration of the Festival and we provide lunch and dinner every day from the Friday ahead of the Festival to the last day of the Festival inclusive. NSDF provides accommodation and train travel as required for necessary NSDF business.