



Our mission is to empower and inspire young talent and ambition, to teach skills, to help launch careers and build the audience of tomorrow.

This festival is for 16 to 25 year olds who love theatre; making it, watching it and talking about it. This festival is an opportunity to show work, learn, discuss, write and try something new. The National Student Drama Festival was founded in 1956 to encourage and celebrate the best and brightest student theatre that the UK had to offer. Since then, we've expanded and today we offer a platform where young people, regardless of whether they're in education or not, can come together and celebrate the power of performance.

NSDF is a Arts Council England National Portfolio Organisation.

The 2018 Festival will take place in Leicester hosted by De Montfort University and The Curve. The expectation is that the festival will return to Leicester in 2019.

The festival wishes to appoint a

## **TECHNICAL DIRECTOR**

The Technical Director is a fixed fee, freelance post.

The Technical Director leads a professional team comprising five Heads of Department - Sound, Lighting, Stage (Venues), Video and Stage Management - and 7 Technical Advisors with a variety of skills and experience in all aspects of technical theatre.

The team is supported by an Operations Manager, on site for the week of the festival, responsible for managing equipment deliveries, sourcing, distribution of equipment, consumables and management of the NSDF stock.

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

- Recruitment 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 of technical workshops in liaison with the Director and Administrator.
- Controlling the technical budget as set by the NSDF Director (CEO).
- Attendance of show Selection Day to gain insight / give advice on technical implications of show selections.

- Technical liaison with, and support of, the companies who's shows are selected to come to the festival. In 2017 we had fourteen productions and most years the number of shows range between eleven and fifteen in small, mid and large scale venues from 50 seats to 500 seats.
- Technical liaison with venues and technical staff at De Montfort and The Curve.
- Technical liaison with NSDF Staff and Selectors, 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. These events for everyone at the festival include Discussions, a Quiz, an Open Mic show, a Cabaret, a themed Dance and the Opening and Closing Ceremonies.
- In conjunction with the Director and Administrator organise and run a Technical Day site visit for all of the selected companies, who send Producers, Directors and a Technical representative.
- 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 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 them. Ultimate responsibility for all NSDF policies lies with the Director.
- Ensure that the student experience is of the highest possible standard and that production values exceed the expectation of audiences.

#### PERSON SPECIFICATION

NSDF wish to appoint an experienced Technical Director. The successful candidate will have demonstrable, all-round experience and knowledge of technical theatre and ideally experience of staging outdoor events.

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 festival ethos and a calm, supportive nature allied to a wish to teach, advise and support young people is essential.

NSDF is passionate about equality and opportunity and is in conversation at Board level to consider a three year period of phasing in quotas to diversify our student audience, teams and our staff. The Technical Director will be required to adhere to any quota policy when recruiting and selecting the Technical Team.

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.

The Festival has excellent relationships with several Technical Suppliers who sponsor us in kind. The TD will be required to carefully manage these relationships and look for other possible sponsorship arrangements.

There will be a handover for the successful candidate at NSDF18, in Leicester, which will be followed by periods of preparation for the 2019 Festival. It will be expected that the successful candidate will be available for the whole 2018 Festival (dates below) and for the four day lead in, to gain first hand knowledge of the way the festival operates and to shadow the present Technical Director. Ideally, the new TD will also attend our Show Selection

Day, on Sunday January 28th in London, and further planning days in the week that follows (Monday 29th January to Friday 2 February - working in our London office).

## DATES

NSDF18 Festival Dates, 24th to 30th March inclusive, with arrival in Leicester for pre-production on Monday 19th March and departure from Leicester on Saturday 31st March.

2019 Festival Dates are 13th to 19th April.

## TIMELINE

A general basic timeline guide of when the new TD will be required to work through the year is as follows:

End of November 2018	Selection of Student Technical Team.
17 February 2019	Selection Day.
18 to 22 February	Prep Week in London with Director, Administrator, Coordinator and Designer.
Five weeks before festival	Technical Day in Leicester with Selected Shows - usually a weekend visit.
From Selection Day onwards	Full festival preparation and management and liaison with NSDF Core Team and Technical Team.

## TERMS

The National Student Drama Festival Technical Director is a freelance post.

The successful candidate will be contracted for the 2019 Festival after a handover at the 2018 Festival.

Following an appraisal and debrief after the 2019 Festival, NSDF may offer to extend the contract.

It is generally expected the TD will dedicate most of their time to the Festival from Selection Day which is eight weeks ahead of the festival to two weeks after the end of the Festival itself, to ensure a full settlement of the festival is undertaken including all returns of equipment, budget settlement and any other arrangements as required. However, NSDF accepts that the TD may take on other freelance work at that time, so long as it is not a tour or work abroad that would preclude daily liaison with the NSDF staff and Technical Team and full preparation for the Festival.

The Technical Director will be contracted by NSDF on a fixed fee, paid in instalments.

The fee is £3,500 to be paid as follows:

Payment Schedule:

£500 on signature of agreement.

£1,500 on 2 January 2019.

£1,500 on delivery of the festival on the first Tuesday after the Festival ends.

The TD is to be 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 (but not limited to) Site Visits, Selection Day and Technical Day.

NSDF reimburses all expenses properly and reasonably incurred in the proper performance of duties, agreed in advance by The Director, and subject to a maximum which we may from time to time impose.

It is a policy that no one hired by the Festival pays for equipment or sundries out of their own pocket. Requests for purchases are made to both the Director and Administrator and are paid for by the Festival direct.

You can read more information on the Technical Team here <https://nsdf.org.uk/get-involved/technical-team>

#### HOW TO APPLY

Please send a covering letter (of no more than two sides of A4) and a CV (of no more than two sides of A4) by email to Michael Brazier, Director, National Student Drama Festival [michaelbrazier@nsdf.org.uk](mailto:michaelbrazier@nsdf.org.uk)

Deadline for receiving applications is 12 noon on Wednesday November 30th 2017.

Interviews will be held on Wednesday December 6th 2017 in London.

NSDF Is an Equal Opportunities Employer.

NSDF particularly encourages applications from those identifying as female, those from LGBTQI+ communities, people with disabilities and those from Black, Asian and Minority Ethnic backgrounds.