



Pleasance Theatre Trust - Role Pack

Head of Technical (Edinburgh)

May 2025

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About Pleasance Theatre Trust

The Pleasance Theatre Trust is one of the most established Fringe theatres in the UK - which as a registered charity aims to discover, nurture and support artistic talent from around the world.

Operating year-round in London and in Edinburgh during the Festival Fringe in August, the Pleasance has become renowned for presenting a programme of compelling and entertaining shows that uniquely represents the spirit of the Fringe. In 2024, the Pleasance celebrates its 40th anniversary.

Our London theatre has 2 performance spaces, whilst Pleasance Edinburgh is home to a further 33 across 3 sites with an audience of over 600,000 across 27 days.

As an educational charity the Pleasance is committed to developing opportunities to grow careers. Our team includes experienced industry professionals working proudly alongside those just starting out. Together they provide support to artists, audiences and each other.

The Pleasance is a place where journeys begin; built by us, but made unforgettable by you.

We hope you'll join us.

The Pleasance Theatre Trust is a registered charity - charity numbers 1050944 (England & Wales) and SC043237 (Scotland).

About the Role

Role:	Head of Technical (Edinburgh)
Department:	Technical
Line Manager:	Director
Key Relationships:	General Manager, Operations Coordinator, Head of Comedy, Head of Theatre Edinburgh, Technical Manager, Edinburgh Technical Freelance Team
Contract:	Permanent (0.8 FT)

The Head of Technical is the driving force behind all technical and production services at the Pleasance's multi-site operation at the Edinburgh Festival Fringe.

From pre-production through to event delivery, the Head of Technical is responsible for ensuring the Festival operation runs smoothly, safely and on-budget. They lead on the development of health & safety and event management procedures, working closely with site partners and key stakeholders. They manage relationships with external contractors so that the Pleasance continues to receive the best possible service at competitive rates.

They will embody the Pleasance's ethos of going above and beyond to give the best possible experience to all participants at the Fringe. As a manager, they will recruit and lead a small production team during pre-production, working closely with producers and artists to understand their technical ambitions during the programming phase. At the festival the technical team expands to some 130 staff and volunteers.

The ideal candidate will have a well rounded knowledge of technical theatre and proven experience delivering large-scale live projects - preferably within a festival context. Most importantly their experience will be matched by their ambition, with a drive to create a technical operation that is the gold standard for Fringe theatre both in Edinburgh and worldwide.

Key Responsibilities

Pre-Production

- Confirm roles and staffing structure
- Recruitment of senior team and venue teams
- Organise onboarding for the tech team
- Planning and booking key contractors
- Gather information and apply for all permits and licensing - Section 89, Planning Permission, CDM, roof and hot works permits.
- Manage large contractors: booking and arranging scope and logistics for their install work - Jarvie & Arena, air conditioning
- Work with technical partners to supply the festival in the best and most efficient way possible
- Plan and book plant hire - MEWPS, Tele handler as well as towers/lifters
- Design spaces and update the plans for all Dome/CY venues in accordance with Programming needs
- Work with UoE on access to spaces, sorting out handovers, compliance and adhering to policy
- Work with key stakeholders to plan a build and break schedule that works for all
- Manage Google drive and other digital assets
- Populate the production schedule and share information appropriately
- Act as point of contact for tech queries during programming stages

- Oversee the gathering of Technical information with the Senior Technical team
- Working with other departments to ensure on the ground logistics run smoothly
- Set budgets and work with finance on cashflow, prepayments and deposits.
- Manage, write and update all Risk Assessments and Method Statements with regard to festival work.
- Working closely with marketing department on site design and the logistics

On-site

- Lead the team on site - daily briefing, overseeing progress and running the build - actioning all the prep work and responding to changes in circumstance
- Lead CDM brief for all workers.
- Supporting the team as required
- Ensuring compliance with the council and fire departments around licensing
- Act as Person in Charge, Duty Manager
- Respond to high level issues if escalated through the team
- Maintain records of expenditure for budget log
- Attended handover of spaces to/from landlords/PTT
- Lead the deployment of PTT assets out of storage to site, and then the pack up to ensure the following festival can happen smoothly.
- Oversee all Production and technical activity on site
- Work as required on the tools to build the festival

Post Production

- Lead technical debrief - examining what went well or badly to build on for the following year
- Provide report to the full company debrief from a tech & production pov
- Ensure contra expenditure is accurately accounted for at settlement
- Off-board Senior team
- Work on gathering information for changes for the following year to feed into planning budgeting
- Finalise with landlords about and settlement for damages to rooms occupied by PTT
- Revisit storage and document to help the following year
- Catalog and archive physical and digital assets

Festival Operations

- Responsible for the delivery of all festival technical operations.
- Line manage all technical HODs, providing operational support.
- Motivate and encourage the technical team to deliver the best possible technical and production standards, whilst maintaining a positive, healthy working atmosphere. Lead by example with delivery of workplace support, training and mentoring to all staff and volunteers.

Staffing & Recruitment

- Create, or build on the staffing structure from previous festivals, working to cover the changing needs while working within budget.
- Recruit the team for the festival, working with senior and full time team to put a robust team in place.

Health & Safety, Policies & Procedures

- Manage the festival Health & Safety policy, working closely with the third party Health & Safety consultant and Technical Manager (London).
- Manage all Risk Assessments for the festival sites and operation.
- Manage the festival Event Management Plan alongside the General Manager.

- Act as the Event Safety Person in Charge (PIC) alongside the General Manager
- Work on the relevant planning licences and documents pre-festival, engaging specialist knowledge where required

Finance

- Produce and manage the annual festival technical budget alongside the finance team and the General Manager.
- Appropriately record all quotes and spend including drawing up purchase orders and detail in the Budget Log to feed into reconciliation

Relationship Management

- Relationship management with key festival stakeholders and technical partners.
- Oversee the procurement process, contracting all contractors and suppliers.

Annual Development & Management

- Strive to develop and improve upon festival technical operations on a rolling basis.
- Manage the inventory and upkeep of the Pleasance's Edinburgh storage warehouse.

Volunteer Support

- All members of the Pleasance team have a collective responsibility to those participating in the Pleasance Volunteer Programme, in any department or role, with responsibilities including;
 - Champion the Pleasance's [Volunteer Values](#);
 - Maintain a supportive environment and workplace;
 - Ensure equal inclusion and participation of all;
 - Offer professional advice and support;
 - Contribute to a fun and rewarding experience.

Personal Specifications

Essential Skills

- Experience in a senior management capacity within an arts environment.
- Experience of budget management.
- Strong attention to detail
- Working knowledge of current H&S legislation and technical theatre best practice.
- General knowledge across technical specialisms, including lighting, sound, video and stage management.
- Working knowledge of Vectorworks Software and basic computing software.
- Strong communication and interpersonal skills.
- Proven experience working under pressure and to deadlines.
- Supportive management style.
- Clear decision making ability, never losing sight of the larger picture
- Strong written communication skills
- Excellent office skills working extensively with Google Suite in email, docs and sheets.

Desirable Skills

- Experience working on the Edinburgh Festival Fringe, preferably in a venue.
- Experience acting as event safety lead.
- Experience of recruitment
- First aid at work qualification.
- IOSH or NEBOSH qualification.
- Keen interest in the training and development of young or inexperienced people.

Contract Terms

Contract Type: Permanent (0.8 FT)

Salary: £32,000 (£40,000 pro rata) per annum

Place of Work: London / Edinburgh / Remote *, United Kingdom

* The option of remote work may be explored for this role, however the successful applicant will be required to travel regularly to London and Edinburgh. They will be required to relocate to Edinburgh for the festival period July - August. Desk space is permanently available at the Pleasance's London office.

Schedule of Work: Varying schedule with an equivalent of 4 days a week/ 80%% full time hours across the year. Options to explore different working patterns will be discussed with the successful applicant. Normal full time hours of work are 35 hours per week Monday - Friday, 10:00 - 18:00, increasing during the Festival Period.

Right to Work: All applicants must have the right to work in the UK. If you are not a UK citizen and require additional visas or working permissions, please specify this in your application.

What we look for in applicants

We are looking for team members with:

- A positive attitude.
- A willingness to work as a team.
- An ability to remain motivated, particularly in a fast paced environment.
- A commitment to sharing their experience with others.
- Relevant skills that would support you in the role (see "Role description" for more detail).

Successful applications are most often ones which clearly and concisely communicate these points.

Applications guide, timeline and process

Application timeline

The application timeline for this role is as follows:

- Monday 26th May 2025: Applications open
- Friday 13th June 2025, 5pm: Applications close
- W/c 23rd June 2025: Interviews (first round - second round interviews subject to confirmation if required).

Making an application

To apply for this role, you can make one of the following applications:

- **In Writing:** A written application can be made by emailing your CV and a cover letter explaining your suitability to the role to jobs@pleasance.co.uk with the role title and your name included in the subject line.
- **Audio:** An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com
- **Video:** A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to jobs@pleasance.co.uk with the role title and your name included in the subject line. If the file is large please use a file sharing site such as www.wetransfer.com, or upload a private video to a hosting site such as YouTube, Google Drive or Dropbox and send the link for viewing.

Application process

The process has two to three stages:

1. An application
2. Interviews for shortlisted candidates
3. Second round interviews for further shortlisted interviewees if deemed necessary

How we assess your application

- Each application is assessed by someone who works in the team you are applying to - typically a manager with a knowledge of the requirements of the role. They will assess your application with a mixture of comments and scores for how closely they think you meet the requirements of the role. Requirements are outlined in the "What we look for in applicants" and "Role description" sections of this pack.
- The assessor will determine a shortlist of candidates for interview.
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom.
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role.
- If deemed necessary, a second interview will be conducted and will be an opportunity to discuss a particular area of the role in more detail.
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback.
- An update can be provided on the status of your application at any time by emailing jobs@pleasance.co.uk. We aim to reply to all enquiries within 7 days.

If your application is successful

- You will receive an offer by email, confirming the terms and other relevant information.
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together.
- You are welcome to ask any further questions prior to accepting the offer.
- After you accept your offer, you will be sent a contract to sign and any other relevant information.

Help

If you require help with your application you may contact us by:

- Email: jobs@pleasance.co.uk
- Phone: +44 (0)207 619 6868

We aim to reply to all enquiries within 7 days.

Equal Opportunities

At the Pleasance Theatre Trust we want our team to reflect wider society and welcome applications from all sections of the community - in particular from anyone currently underrepresented in the creative industries.

We welcome applications from everyone, regardless of background or social group. If you would like to have an informal discussion about any role available or anything in this pack before you submit your application please contact jobs@pleasance.co.uk.

You can also email to talk to us about your access needs. We discuss access with candidates at each step of the application process, so first we would discuss access for the application, then, if successful for the interview and then if successful, for the job.
