

ballet Cymru



RECRUITMENT PACK

Vacancy

Job Title: **Technical & Production Manager**

Department: **Production**

Salary: **£31,750 Per Annum**

Deadline for Applications: **23 February 2026**

Fixed Term Contract to March 2027

AT THE HEART OF A CREATIVE NATION



BALLET CYMRU is an award-winning professional ballet company, producing original professional dance performances which tour nationally throughout Wales and the UK.

The Company is committed to inclusion and innovation in dance and classical ballet, seeking original and imaginative ways to engage with all ages and abilities both locally in its hometown of Newport and nationwide.

Alongside its touring activity, Ballet Cymru offers a range of accessible outreach programmes for young people and diverse communities to engage in dance up to professional level. The organisation is also involved in ground-breaking work in inclusive practice.

Ballet Cymru is a registered charity under the name Gwent Ballet Theatre Limited, and is revenue funded by the Arts Council of Wales since 2011.

Ballet Cymru is proudly based in Rogerstone, Newport. Our purpose-built dance studios and company HQ are situated less than 3 miles from the City Centre on the thriving business and community area of Rogerstone, next to Tiny Rebel Brewery.

Job Opportunity

Salary: £31,750 Per Annum

Pension: Company pension scheme

Holiday Entitlement: 28 Days, Plus Bank Holidays

Location: Ballet Cymru, Newport, NP10 9FQ

Term: Full Time; unsocial work hours will be required.
40 hours a week.

Overtime: No Paid overtime, Time off in Lieu

Responsible to: Artistic Director, Administrator

Benefits and entitlements: Accommodation and £34 Per Diems provided for overnight stays away from Newport.
Discretionary Relocation Allowance of £75 per week for duration of project, plus discretionary allowances.

Deadline for Applications: 23 February 2026

Application submissions will be reviewed and shortlisted on receipt.

Interviews will take place w/c 2nd March 2026
at Ballet Cymru

Role Profile

Scope:

To lead a team to deliver the highest quality presentation of the lighting and sound of all delegated productions, events and projects in an efficient manner that promotes a safe, healthy, and sustainable working environment and a positive culture of engagement.

Key Responsibilities:

Planning

- To produce and manage in agreement with Senior Staff, a timetable for each tour season including overnight stays, Get In, performance and Get out times and Mileage ensuring all Health and Safety, Equity, and ITC Regulations are adhered to.
- To arrange and attend Production Meetings, Premises Meetings and Rehearsals as necessary to assist in formulation and dissemination of Technical Specifications of Ballet Cymru productions to theatres, Education and Artistic Staff to help plan, tour, education, Company Friends, and other events as necessary.
- To be responsible for hiring and line managing of production staff as per the needs of each tour season.
- To be an advocate for sustainability and keep an up-to date record of all sustainability information on the productions and report this to the staff team, funders and the theatre green book.

Productions and Touring

- To safely manage and be responsible for all set up of lighting, sound, video systems and set including the safe rigging and focusing of equipment, including the get in and out of toured equipment.
- To be responsible for the operation and programming for any lighting, sound and video for the productions Including Relaxed Performances, Curtain Raisers, outdoor productions, Education Sharing's and Studio Shows.
- To be responsible and share the driving of technical vehicle from company base to venues and between venues ensuring all equipment and set is appropriate to the production and accounted for.
- To Apply your practical stage electrical skills, knowledge, and experience to assist the Team to ensure that productions are presented to the highest possible standard, and that the production team's creative and artistic vision is reproduced accurately and consistently.
- To ensure that areas used by Technical Department are kept clean and tidy, and that all equipment is correctly stored, labelled, tested and maintained.

Ballet Cymru Studios

- Take an active lead in developing the studio spaces and other areas at Ballet Cymru to become a small-scale performance space.
- Work with the Premises Manager to help manage, maintain and develop all spaces in Ballet Cymru. Manage and maintain equipment and materials and their storage.

Teamwork

- Support initiatives designed to encourage the recruitment and development of a workforce that reflects the communities in which we work and perform.
- To Lead, delegate and Line manage the Technical department staff and freelancers.
- Attend industry meetings as and when required to be aware of the latest company and industry sector news and guidance.

Administration and Finance

- Work with the Company Administrator and Finance Officer to assisting with the collation of time sheets, holiday records, and other staffing or production related data.
- Ensure, with the Technical Team, that the Technical Vehicles are properly maintained and cared for.
- Maintain a record of all money spent on Fuel in collaboration with Ballet Cymru's Administrator.

Health and Safety

- To promote a positive safety culture within the production department, adhering to the Company's Health & Safety policy, rules, and HSE regulations and industry guidance at all times.
- Produce and follow Risk Assessments for all production activities.
- Produce and distribute Access Riders and Green Riders when necessary.
- Assist with ensuring high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.

General

- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To always ensure compliance with our policies and procedures.
- A positive attitude to finding solutions to problems
- The ability to work accurately under pressure
- The ability to think creatively

Please note that this list is not exhaustive, and other duties may be added to it in consultation with the Artistic Director

Person Specification

Essential

- Professional Technical Management or Production Management experience
- Applicants must be eligible to work in the UK
- Full clean Driving License
- Knowledge of ETC Eos Family Software
- Knowledge of Qlab 4 and Qlab 5
- Excellent skills in MS365 software's
- Ability to undertake Manual handling and working at height
- Ability to manage relationships with key internal and external stakeholders
- Knowledge and experience of lighting systems
- A working knowledge of current Health & Safety practice relevant to the role
- Knowledge of Sustainable Touring Practice and The Theatre Green Book

Desirable

- Welsh language speaker / writer
- Large / Medium Scale Tour experience
- Experience Driving XLWB Vans
- Knowledge of working inclusively including creating inclusive spaces
- A recognised Health and Safety qualification (IOSH/NEBOSH)

To Apply

To apply, please provide a CV along with a covering letter specifying your skills and experience for the role to Ballet Cymru's Production Manager, Jonah Stein jonahstein@welshballet.co.uk

Deadline for Applications: Monday 23 February 2026

Application submissions will be reviewed and shortlisted on receipt.

Interviews will take place w/c 6th January at Ballet Cymru, Newport NP10 9FQ

Start Date: 1 April 2026

Essential: Applicants must be eligible to work in the UK.

We ask all applicants to complete an **Equality & Diversity Monitoring Form** to help us monitor the reach of our job adverts. We are particularly keen to hear from Global Majority and disabled candidates.

Equality & Diversity Monitoring Form 2026

Please contact us if you have any access needs.

This Job Pack is available in English and Welsh.



Ballet Cymru is a Registered Charity under the name Gwent Ballet Theatre Limited.

Charity No.1000855

Ballet Cymru is supported by



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