



Head of Technical Services

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Perth Concert Hall Exterior

Welcome from the Director

Thank you for your interest in Perth Theatre and Concert Hall.

For over 125 years, we have been central to local cultural life, creating uplifting, shared experiences across the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming, and inclusive Learning & Engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local and national economies and raising the profile of the area.

'Beautiful auditorium with gorgeously clear acoustics and intimacy, which gives you a real sense of becoming involved with the performers and yet with enough room to allow music to fully bloom and expand.'

Audience Member on Perth Concert Hall

We operate two closely situated venues in the centre of the city and offer a remarkably broad range of work: presenting the only curated classical music programme in Scotland, producing high-quality theatre, establishing a major centre for Scottish traditional music, being a regular stop on the comedy circuit, hosting a large number of conferences and community events, and welcoming a loyal and supportive audience. Our principal funders are Creative Scotland, Perth & Kinross Council and The Gannochy Trust.

Perth is a great location with easy access to inspiring Highlands landscapes and the cities of Dundee, Edinburgh, and Glasgow. It is a welcoming place, with audience members eager to chat about shows they have seen and their positive experiences in our two fantastic venues.

'It's a delight... like walking into the TARDIS, and it just opens up, and it's all big, new and modern and interesting and fabulous and multi-level.' Audience Member on Perth Theatre

At a pivotal moment of change following our 125th anniversary and the implementation of our new Business Plan to 2027/28, we are seeking a Head of Technical Services to lead the delivery of all technical activity across Perth Theatre and Concert Hall. This is a critical role at the heart of the organisation, ensuring our programme is realised safely, efficiently and to a consistently high standard. Working closely with the Leadership, Senior Management and Producing teams, you will plan and resource technical delivery across a diverse programme, from in-house productions and co-productions to touring work, live music and commercial events, while ensuring our technical infrastructure remains fit for purpose and aligned to organisational priorities.

The successful candidate will be a strong and delivery-focused leader, an effective collaborator who works confidently across teams and with external partners, with well-developed technical expertise and commercial awareness, and a breadth of managerial experience. If that sounds like you, then we would love to hear from you.

'You didn't just raise the bar - you raised the curtain on what a vibrant, community-driven celebration can look like.'

Audience Member on our 125 Live! anniversary celebrations

We welcome an informal and confidential conversation with all prospective candidates. This can be arranged through Dawn Taylor, HR: recruitment@perththeatreandconcerthall.com.

The closing date for applications is Monday 18 May, and we look forward to hearing from you.

Christopher Glasgow, Director



125 Live! Celebrations

About Perth Theatre and Concert Hall

Our Vision & Mission:

To ensure the performing arts are essential to our communities.

From our base in Perth City, across Scotland and beyond, our mission is to use the performing arts to inspire, explore, connect, and educate as sustainably as possible.

Our Aims:

Enhancing community wellbeing, boosting the local and national economies, and igniting imaginations with enriching experiences, we:

- Inspire our communities by developing and delivering one-of-a-kind experiences that improve wellbeing through entertainment, enlightenment, and joy;
- Are explorers, collaborating with and supporting artists to fearlessly embrace the new, inventing fresh approaches and developing different ways of working;
- Connect with our communities by working to understand their motivations and meet their needs. We strive to include everyone;
- Educate, supporting staff, participants, the sector, and future generations by devising learning and training opportunities across our whole range of activities;
- Embed sustainability in all our processes, minimising our environmental impact, responding to the climate emergency, and advocating for shared responsibility.

Our Venues:

Located within a 90-minute travel time of 90% of Scotland's population, Perth Theatre and Concert Hall are two truly inspiring venues in the heart of the city. Our cultural quarter is interspersed with reputable hotel accommodation and safe parking, plus restaurants and independent retailers.

'Perfectly situated in the centre of Perth... the Concert Hall is just something special.' Audience Member

Perth Concert Hall opened in 2005 and is a modern and diverse cultural venue. It offers concerts, talks, competitions, and events, as well as talent development opportunities for young artists. Boasting an acoustically acclaimed auditorium – one of the best in Europe – a studio space, and flexible meeting and workshop rooms, the Hall is a go-to venue for major music and comedy tours, and a prestigious platform for orchestral

concerts, chamber music and recitals through Perth Concert Series, Classical Stars and Lunchtime Concerts programming. It is as much a home for community groups as it is for international performers, with schools, amateur orchestras and local organisations enjoying the same world-class facilities as global stars.

'The theatre has all the character and intimacy... Love it and we just can't believe our luck.' Audience Member

Perth Theatre, founded in 1900, is one of Scotland's longest-established producing theatres. It reopened in 2017 after an extensive restoration as a transformed venue with its traditional Victorian auditorium enhanced by a new studio theatre, dedicated community rooms, a café, and spacious public areas. Providing a launchpad for Scottish and UK talent to shine on the international stage, it hosts its own-produced, community, and touring theatre, including a Subscription Season, and supports new writing and talent development for Perth Youth Theatre, early-career artists, and other creative practitioners. Additionally, it offers research, residency, rehearsal, and performance space for non-building-based companies.



Perth Theatre Exterior

Programme Highlights

Perth Concert Hall:

Entering its 21st year, Perth Concert Hall (1,200 seated / 1,600 standing capacity) continues to thrive as a cornerstone of classical music investment and innovation. Over the years, we have cultivated new audiences by championing emerging talent and presenting renowned ensembles from across the UK and overseas.

Our Lunchtime Concerts remain a seasonal favourite, offering a vibrant platform for UK-based chamber ensembles and soloists. Complementing this, our Classical Stars series brings internationally acclaimed artists to Perth – featuring return performances from established musicians whose careers were nurtured here, alongside other renowned names of the classical world.

At the heart of our classical programme is the Perth Concert Series – a unique collaboration between Perth Concert Hall and Scotland's three national orchestras: the Scottish Chamber Orchestra, Royal Scottish National Orchestra, and BBC Scottish Symphony Orchestra. Supported by The Gannochy Trust, this world-class series invites audiences of all ages to experience the power of live orchestral music, firmly embedding it in the cultural fabric of Perth & Kinross.

Alongside our classical offerings, we present a dynamic and commercially driven music programme spanning contemporary and traditional genres – rock, pop, acoustic, Americana, and folk, etc. Upcoming highlights include performances by The Drifters, Julie Fowlis, Jools Holland, Mànran, Eddi Reader and Jethro Tull, plus Perth's own Eve Graham returning for her first-ever solo performance in her hometown.

Tribute shows form a vibrant part of our commercial line-up, celebrating legendary acts such as The Beatles, Bon Jovi, James Brown, Carole King, Queen and Tina Turner. These performances span genres from classic rock to Northern Soul, appealing to audiences across generations.

Beyond music, our programming embraces comedy, dance, and talks. Comedy acts range from household names like Ray Bradshaw, Connor Burns and Sue Perkins to rising Scottish stars; dance and movement events feature *Strictly Come Dancing* favourites and classical ballet, while our talks series offers compelling live experiences, from true crime investigations and nature storytelling to political discourse.

Perth Theatre:

In the Joan Knight Studio (201 seated and standing capacity), our Studio Sessions also play a vital role in nurturing musical talent, offering a dedicated platform for local artists and bands. These intimate performances support early-career musicians across genres – particularly folk, jazz, and acoustic – by providing professional production values and exposure to engaged audiences. The programme also acts as a stepping stone for mid-career artists touring regionally, helping them build momentum and connect with new listeners.

Meanwhile, in the main house (498 seated capacity), Perth Theatre continues to reaffirm its legacy as a Producer, with a renewed focus on artist development, creative collaboration, and community engagement. Supported by our Associate Directors and Producer, the Production department nurtures emerging and mid-career writers, directors, and dramaturgs through mentorship, script development, and in-house production opportunities. This commitment is reflected in a dynamic programme of original, co-produced and touring work, including 2026/27 shows, Stewart Laing & Adura Onashile's reimagining of *St Joan*;



Perth Concert Hall Interior

Morag Fullarton's *Sunset Boulevard: The Backstage Cut*, Matthew McVarish's *Remember you are beauty full* and *The Addams Family – A Musical Comedy* as part of the 60th anniversary of Perth Youth Theatre.

Audiences also look forward to storytelling showcases, new writing previews, and our much-loved annual pantomime, this year, *Sleeping Beauty* – a magical adventure packed with music, laughter, and festive spirit.

Structure & Governance

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation and company limited by guarantee, established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and charity no. SC022400. Horsecross Arts is supported by Creative Scotland, Perth & Kinross Council and The Gannochy Trust. Our trading subsidiary, Horsecross Trading Ltd, which is overseen by the Director of Commercial Operations, is used to maximise income through hires, catering, and other ancillary activities.

We are an Arm's Length External Organisation (ALEO) of Perth & Kinross Council, which is also the sole member of the company limited by guarantee. Although we operate as an independent charity, we work closely and in partnership with our parent local authority, which is also a major funder. Since 2023/24, we have been participating in their ALEO Transformation Review, collaborating closely with Culture Perth & Kinross and Live Active Leisure to explore shared service provision across our Conferencing & Events, Finance and Operational teams.

Our Board consists of up to 12 members: 9 independent members and 3 appointed by Perth & Kinross Council. The Board has a strong skill set and an active group of Trustees. Most recently, two Trustees were specifically appointed for their expertise in finance and legal. The full Board meets at least four times a year.

The Board have a sub-committee structure to focus on more detailed work, including the:

- **Business Development Committee** to work with the Leadership team on new income generation initiatives across both Arts & Trading activities;
- **Finance & General Purposes Committee** to oversee financial matters, risk management and audit;
- **Nominations Committee** to oversee the recruitment of new Trustees and the appointment of the Chair, any Vice-Chairs, Leadership and Senior Management posts;

- **People Committee** to oversee contracts and remuneration of the Leadership and Senior Management teams, succession planning, People Policies and Health & Safety practices.

Different departments also receive support from third-party contractors and specialist service providers, including, but not limited to, Andrew Evans, ASE Consulting; Bank of Scotland, Business & Commercial; Henderson Loggie LLP, and AAB People.

Finance & Funding

Since re-opening post-pandemic, we have consistently recorded our highest audience and participant attendance, and in 2024/25, we welcomed over 200k visitors to our venues and projects delivered in community settings - 67% audiences, 10% conferencing and events visitors, 9% Learning & Engagement participants and 14% other users, e.g., community room bookings and Perth Theatre Café & Bar customers. Our turnover was £5.69m and our Direct Economic Impact reached £21.2m,



Perth Theatre Interior

representing a £12.50 return on investment for every £1 of core public funding we receive.

Our conference business has rebounded since autumn 2022, with major new events and returning business taking place, and our programme continues to gain national recognition.

Perth Theatre and Concert Hall expects 4.7% growth in turnover to reach around £5.96m in 2025/26. This is generated through ticket sales, cultural hires, trading income and philanthropic support from individuals, Trusts & Foundations, and corporate sponsorship.

We receive core funding support from Perth & Kinross Council (£932k for 2026/27 under a Service Level Agreement), Creative Scotland (£736k per annum through their Multi-Year Funded scheme), and The Gannochy Trust (£150k in 2025/26).

The organisation continues to work on developing our income sources, generating increased spend per head through programming, our café and bars, developing the margin on other ancillary spending, increasing the level of core support from Trust & Foundation bids, and building philanthropic support from individuals.

IDEA: Inclusion, Diversity, Equality & Accessibility - IDEA

We are working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA is central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undergoing continual review and training, we will closely monitor and be transparent about our progress.

Environmental Sustainability

We recognise the importance of the action required to address the climate crisis and are embracing new approaches, practically and creatively, to reduce emissions, improve reuse opportunities, and create opportunities to educate and work closer with our communities to deliver sustainable outreach projects whilst tackling social and climate injustice.

Our ongoing focus on reducing our environmental impact will continue across our general operations, activities, and governance, with concentrated efforts on reduced energy consumption and audience travel. We recently introduced a reusable cup scheme to minimise the use of single-use plastics in our venues and as an extra means of receiving donations.

The organisation ensures transparency on our environmental performance and commitments by completing the annual Environmental Report Survey, which is publicly available from Culture for Climate Scotland.

About Perth and the Surrounding Area

Perth is a historic city at the gateway to the Highlands. It is located on the



The Snow Queen at Perth Theatre

banks of the River Tay in the centre of Scotland, around 37 miles from Stirling to the southwest and 20 miles from Dundee to the northeast. Dating back to prehistoric times, it is the former capital city of Scotland and is rich in history, culture, and local amenities. It has easy access to some of Scotland's most breathtaking scenery, with the Cairngorms National Park on the doorstep for hill walking, mountain climbing, skiing and camping.

The local authority of Perth & Kinross encompasses the county of Kinross-shire, a very small portion of Angus and most of Perthshire. The city of Perth is the area's commercial and administrative centre – an attractive small city with a vibrant hub of restaurants, bars, shops, and cafés that blend seamlessly with its ancient roots and historical past.

It is a city alive with a rich cultural centre, including the newly opened Perth Museum, home to the Stone of Destiny, a refurbished Perth Art Gallery, and Black Watch Castle & Museum, and a vibrant riverside and park scene.

Perth is one of the UK's most well-connected destinations. The railway and bus stations offer services directly to the seven other Scottish cities, connecting the Highlands to the rest of the UK. The city sits on major arterial road routes including the A9 and M90, and journey times to Edinburgh Airport are 40mins and 60mins to Glasgow International.

There are attractive Georgian and Victorian homes in the old town, and the Bridgend and Gannochy areas are popular for modern family homes and apartments. Several of the schools across the local authority sit on the Scottish League Table for achieving 'gold standard' for five Highers, plus there are a number of independent, specialist and boarding schools.

The Role of Head of Technical Services

As a member of the Senior Management Team, the Head of Technical Services is responsible for planning, resourcing and delivering all technical activities across Perth Theatre and Concert Hall.

This includes in-house productions, co-productions, touring work, live music, concerts, commercial hires, conferences and events.

The role is accountable for the effective deployment and performance of a multi-skilled technical workforce, ensuring safe, efficient delivery aligned with artistic and commercial priorities.

Organisational Relationships

You will line-manage the Senior Technicians for LX, Sound, and Stage and the Technical Assistant, and provide oversight of the wider Technical team, including freelance and casual staff.

Key internal relationships: Director, Director of Commercial Operations, Producer, Production Manager, Head of Finance & HR, Head of Events & Visitor Experience, Head of Learning & Engagement, Head of Music and Facilities Manager.

Key external relationships: visiting companies, promoters, artists, contractors, suppliers and stakeholders, including H&S consultants (ASE), and Perth & Kinross Council.

Duties & Responsibilities

Production & Technical Services:

- Take overall responsibility for the technical delivery of programme activities across Perth Theatre and Concert Hall, ensuring work is properly resourced and delivered to a consistent standard;



The Carloways in the Joan Knight Studio

- Work with the Producer and Production Manager to plan and deliver in-house productions, ensuring technical requirements are understood, scoped and achievable within agreed parameters;
- Liaise with visiting companies, promoters and partners to agree and deliver technical requirements, ensuring a high standard of service and that costs are appropriately managed and recharged;
- Provide clear and timely technical input, ensuring all production and show information is accurately recorded, communicated and shared (including systems such as YesPlan) to support effective planning and delivery;
- Provide accurate technical costings, staffing requirements and resource plans to support budgeting, settlement and financial control;
- Oversee the planning and delivery of fit-ups, get-outs, format changes and technical operations in line with programme requirements;
- Ensure all technical equipment and infrastructure are maintained in a fit-for-purpose condition to support delivery;
- Work closely with the Director of Commercial Operations and Facilities Manager to identify maintenance priorities and capital investment requirements aligned to technical and programme needs.

Staffing:

- Lead the Technical Services team through the Senior Technicians (LX, Sound and Stage), ensuring clear delegation and accountability for delivery;
- Oversee the effective deployment of the full technical workforce, including Senior Technicians, Swing Technicians, the Technical Assistant, freelance and casual staff;
- Ensure staff time is effectively utilised, maintaining a focus on productivity and efficient use of resources;
- Set clear expectations and maintain consistent standards of performance, behaviour and delivery across the team;
- Support the ongoing development of a flexible, multi-skilled workforce, enabling staff to work across disciplines and programme types;
- Ensure Senior Technicians are empowered to lead on project delivery, maintaining clarity of roles and responsibilities;
- Recruit, manage and develop staff as required, ensuring the department is appropriately resourced to meet organisational needs.

Health & Safety:

- Hold day-to-day responsibility for Health & Safety, ensuring safe systems of work are embedded within Technical Services;
- Act as the primary operational contact for the external H&S consultants (ASE);

- Ensure compliance with statutory requirements and organisational policies, maintaining accurate and up-to-date records;
- Ensure appropriate risk assessments are in place for all technical activities, and that identified risks are effectively managed;
- Work with the Head of Finance & HR to support the review and implementation of Health & Safety policies and procedures;
- Support the delivery of Health & Safety training, inductions and ongoing staff development within Technical Services;
- Promote a positive and proactive Health & Safety culture within the team, ensuring responsibilities are understood and applied in practice;
- Apply a proportionate and practical approach to risk management, ensuring safety supports effective delivery.

Operational & Building Responsibilities:

- Act as a designated key holder and senior technical presence within the building as required;
- Oversee the day-to-day management of backstage areas, including the stage door where applicable, ensuring appropriate access, safety and security;
- Coordinate contractor activities and technical access to the building in line with operational requirements;
- Work closely with the Facilities Manager to ensure operational requirements are aligned with building use and programme delivery;



St Joan Scottish Tour

- Ensure clear and effective communication between Technical Services and other operational teams during live activities.

Senior Management Responsibility:

- Contribute to the strategic leadership of Perth Theatre and Concert Hall as a member of the Senior Management Team;
- Support the Director of Commercial Operations and the Director in the delivery of strategic priorities and organisational objectives;
- Lead and contribute to cross-organisational projects and initiatives as required;
- Maintain a strong awareness of organisational performance, priorities and the work of other departments, supporting joined-up decision-making;
- Attend and contribute to Senior Management and internal committee meetings, including Health & Safety and the Green Team.

General:

- Develop a clear understanding of the organisation's work and be able to articulate its Vision confidently and consistently;
- Act as an ambassador for the organisation, representing Perth Theatre and Concert Hall with professionalism and credibility;
- Attend Senior Management, team and 1-2-1 meetings, and relevant internal committees and stakeholder meetings as required;
- Work effectively across departments, contributing to clear communication and joined-up delivery;
- Comply with Perth Theatre and Concert Hall's charitable objectives, policies and organisational procedures;
- Ensure all HR and Health & Safety processes are adhered to in relation to staff, contractors and visiting companies;
- Support and embed Perth Theatre and Concert Hall's IDEA (Inclusion, Diversity, Equality & Accessibility) and Environmental policies in day-to-day practice;
- Undertake ongoing professional development as required;
- Undertake any other reasonable duties appropriate to the post, as required by the Director or Director of Commercial Operations.

Person Specification

Experience & Skills

- Essential:

- Significant experience in a senior technical role within a producing and/or receiving venue;

- Proven ability to deliver a mixed programme, including theatre, live music, touring work and events;
- Experience of leading and managing technical teams, including freelance and casual staff;
- Experience of planning, scheduling and deploying technical resources across a varied programme;
- Experience of working closely with producers, production managers and visiting companies to deliver technical requirements;
- Strong practical understanding of technical delivery across theatre, live music and AV-supported events, including knowledge of stage systems (e.g., rigging, flying and working at height);
- Ability to produce and interpret technical plans and drawings (e.g., CAD or similar tools) to support delivery;
- Experience of managing budgets and controlling costs within a technical or production environment;
- Practical experience of Health & Safety management, supported by a recognised qualification (e.g., IOSH Managing Safely or equivalent);
- Strong organisational, problem-solving and communication skills, with the ability to respond effectively under pressure and work across departments and with external partners.

- Desirable:

- Experience of contributing to capital projects or infrastructure planning;



Scotland Sings Bacharach at Perth Concert Hall

- Knowledge of relevant industry agreements and standards (e.g., BECTU, Equity, MU);
- Experience using planning and scheduling systems (e.g., YesPlan or similar);
- A full UK Driving Licence.

Leadership & Behaviour

- Essential:

- Demonstrates a delivery-focused leadership style, with a clear emphasis on outcomes and standards;
- Able to lead through others, delegating effectively and supporting team accountability;
- Builds strong working relationships across technical, producing, commercial and operational teams;
- Approaches challenges with a practical, solutions-focused mindset;
- Maintains a calm, clear and decisive approach in a live operational environment;
- Demonstrates a strong sense of personal responsibility and accountability;
- Supports a positive, inclusive and respectful working environment;
- Demonstrates the ability to balance artistic ambition with operational and financial constraints.

- Other Requirements:

- Flexibility to work evenings, weekends and irregular hours as required by the programme;
- Commitment to supporting Perth Theatre and Concert Hall's:
 - Environmental sustainability goals;
 - IDEA priorities;
- Willingness to undertake ongoing training and professional development.

Principal Terms & Conditions

- Salary negotiable, dependent on experience, but no less than £45,000 pa;
- A contribution to relocation expenses will be considered;
- The appointed candidate will be engaged as an employee;
- The post-holder will be required to attend performances, workshops, meetings, and other events in locations across Perth & Kinross, elsewhere in Scotland, across the UK and internationally;

- Any offer of employment will be subject to receipt of:
 - References that are satisfactory to PTCH;
 - Evidence of right to work in the UK as defined by the Home Office;
 - A valid DBS check.

Application Process

To arrange a confidential, informal discussion before applying, please contact Darren Campbell, Director of Commercial Operations via Dawn Taylor, HR: recruitment@perththeatreandconcerthall.com.

We will be pleased to set up a time to talk to you.

Applications should be made by submitting a CV and a covering letter explaining in no more than three sides of A4 what attracts you to this position and evidence of your ability to fulfil the job description and person specification.

In addition, please supply a separate page headed with your name giving:

- Names and contact details for two professional referees. Please note that we will not take up references until after the second stage interview and not without the applicant's permission;



A Piano Full of Feathers at Perth Theatre

- Details of notice period in current employment, if applicable;
- A statement that you have the right to work in the UK or that you require a work permit to do so;
- Details of any criminal offence you have been convicted of where you have not yet completed the rehabilitation period for the offence.

Applications should be addressed to Darren Campbell, Director of Commercial Operations and sent via email to Dawn Taylor, HR: recruitment@perththeatreandconcerthall.com with 'Head of Technical Services' clearly in the subject line.

In addition, to help us monitor progress on our commitment to IDEA, we would be grateful if you could complete a monitoring form. When your application is received, this form will be removed and not used during the shortlisting process.

The closing date for applications is Monday 18 May.

**First round interviews will be conducted w/c 25 May in Perth.
Second round interviews TBC.**

If you require this pack in a different format, please contact Dawn Taylor, HR: recruitment@perththeatreandconcerthall.com.