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**HEAD OF STAGE**

**Welcome to Derby Theatre**

We’re pleased that you’re interested in our new vacancy – **HEAD OF STAGE** – and have decided to find out more.

**About Derby Theatre**

*'Increasingly the most crucial theatre in the region because of its emphasis on learning, nurturing and nourishing'*

Lyn Gardner, The Guardian

Derby Theatre has pioneered a new vision of what a regional producing theatre can be with its ground-breaking Learning Theatre model, which was established in 2013. This has transformed the theatre from a traditional producing house into an organisation that places learning at the heart of its mission.

We produce high quality professional theatre productions for the mid and small scale in conversation and dialogue with the community we sit in.

In a unique relationship with the University of Derby, students from their degree programmes study in the theatre, both learning from our professional staff and putting on productions in a professional environment.

Our innovative artist development scheme – In Good Company – brings emerging artists into the heart of the organisation, offering a range of support, mentoring, networking and learning that is transforming the artistic ecology of the region.

Over 25,000 young people annually engage in our schools and community outreach programme and bespoke programme for young people in care (Plus One).

Since 2015 Derby Theatre has been one of Arts Council England’s National Portfolio Organisations, and in April 2018 we had the fantastic news that our funding would be increased by 59% - one of the largest uplifts across the portfolio.

**What we do**

Derby Theatre typically produces six in-house shows each year, plus co-productions with our associate artists and a number of student and youth productions.

On the main stage, we produce work in spring, autumn and at Christmas, while in the studio we produce a Christmas show for young audiences. We also produce a family show at Easter/summer, a piece of theatre for under 5s, and a biennial RETOLD production which explores a classic tale from the female perspective. Other projects include hosting research and development projects and productions arising from our learning programme.

Our received programme ranges from full weeks of touring drama and musical productions, to contemporary dance and comedy one-nighters. We host over 70 touring productions per year on the main stage and studio. Our studio houses a dynamic programme of contemporary theatre, comedy, and family theatre.

Over 100,000 people visit the theatre every year, making the most of our vibrant programme, and we participate in city-wide cultural initiatives such as Derby’s Cultural Education Partnership, Derby Feste and more.

It’s an exciting time to join Derby Theatre, as our Learning Theatre model goes from strength to strength, our national and local profile increases and the reach of our work extends into more and more communities.

**History**

The organisation builds on the producing theatre tradition established by its forerunner, Derby Playhouse, which operated on the same site from 1975 until 2008, when it went into administration under a different management company. In 2009 the University of Derby bought the theatre and established a new company to run it – University of Derby Theatre Ltd – and Derby Theatre was born. Under the leadership of Artistic Director and Chief Executive Sarah Brigham, the Learning Theatre Model was conceived and has subsequently continued to go from strength to strength.

**Derby Theatre’s Vision is:**

To engage, empower, inspire and enable the widest possible audience through transformational learning and theatre.

**JOB DESCRIPTION**

**Job title: HEAD OF STAGE**

**Responsible to: TECHNICAL MANAGER**

**Responsible for: TECHNICIAN (STAGE) AND ANY OTHER FREELANCE OR CASUAL STAFF WITHIN THE PRODUCTION TEAM AS REQUIRED**

**Key Relationships: HEAD OF PRODUCTION, TECHNICAL MANAGER, HEAD OF LIGHTING AND SOUND, HEAD OF WARDROBE, IN-HOUSE TECHNICIANS, COMPANY AND STAGE MANAGER, PRODUCTION ASSISTANT, PRODUCTION STAGE MANAGEMENT, ARTISTIC AND CREATIVE TEAMS**

**Purpose of Post**

The Head of Stage is responsible for delivering all technical staging aspects of all productions and projects at Derby Theatre, including scenic construction, to the highest possible standards. To manage the stage department, overseeing its staff and ensuring associated equipment is used safely and efficiently.

The Production Department is led by the Head of Production and also includes a Technical Manager, to whom this post reports, a Head of Lighting and Sound, whom this post works in conjunction with, and three multi-skilled technicians split across lighting, sound and stage.

**Key responsibilities**

**Production**

* Facilitating, overseeing and realising the technical staging requirements as required by directors and designers, within the budgetary confines and other parameters set by the Head of Production, Technical Manager and visiting Production Managers.
* Adhering to budgets, keeping the Head of Production, Technical Manager and visiting Production Managers fully informed of all areas of production expenditure, providing costings and seeking, where appropriate, authority for such expenditure in advance.
* Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
* Costing hardware for productions and rehearsals as required.

**Learning**

* To actively promote and understand the values and mission of the Learning Theatre, including delivering workshops, careers days and Young Technician sessions.
* To provide technical support to assigned learning productions and projects.
* To actively participate in and support the work experience programme within Derby Theatre.

**Staffing**

* In conjunction with the Technical Manager and Head of Lighting & Sound, recruiting, scheduling and managing all assigned staff, promoting good working practices and maintaining high production values at all times.
* In conjunction with the Technical Manager and Head of Lighting & Sound, to identify and ensure appropriate training and induction is given to all departmental staff and provide in-house training wherever possible.
* To follow through, in conjunction with the Head of Production and Technical Manager, as appropriate, appraisal, reviews and disciplinary/grievances action with staff where necessary.
* To ensure the wellbeing, motivation, professional development and satisfactory conduct of all assigned staff.

**Health & Safety**

* Being familiar and complying with current Health & Safety regulations relevant to the industry and keeping abreast of changes to such regulations.
* Implementing and overseeing Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
* Identifying hazards and completing suitable risk assessments for all departmental related activities.
* Producing and maintaining LOLER & COSHH and any other Health & Safety records relevant to the department as required.
* Ensuring that all Health & Safety maintenance and training records relevant to the department are completed and communicated to staff.
* To be a member of the Health & Safety committee and attend Health & Safety meetings as required.

**Departmental responsibilities**

* In conjunction with the Technical Manager,
	+ Planning, overseeing, advising and undertaking all staging, rigging and flying activities and ensuring they are carried out in a safe manner.
	+ Administrating the running of the department, providing schedules, budgets, time sheets and risk assessments as required.
	+ Ordering new equipment and consumable supplies as necessary in accordance with departmental budget and accounting procedures.
* In conjunction with the Technical Manager and Head of Lighting & Sound, planning and carrying out repairs, alterations and improvements to the stage and workshop.
* Overseeing and running fit-ups, get-outs and operating shows in accordance with staff rotas.
* Developing medium and long-term plans to accommodate Derby Theatre’s technical requirements.
* Liaising with and supervising contractors carrying out maintenance work on Stage equipment as required.
* Ensuring all departmental equipment is appropriately stored, maintained and serviced as required and keeping good record of equipment and the maintenance thereof.
* To be a proactive member of the production team promoting and maintaining high production values.
* Staying up to date with developments in stage and stage technologies and to research and implement them as necessary and appropriate.
* To act as Duty Technician/Fire Warden, as required, taking responsibility for the security of the building, its occupants and associated equipment.
* Ensuring that backstage areas are kept in an appropriate state at all times.
* To provide the highest level of customer and audience care and service at all times.

**General**

* To deputise in the absence of the Technical Manager.
* To actively support and promote Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre-related higher education provision; to contribute to learning opportunities such as work experience, placements, and the theatre’s role as a learning environment
* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation
* To take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings as required
* To ensure that Derby Theatre’s policies, procedures and values are observed in every area of the department’s work
* To contribute to the development of departmental policies and practices.
* To act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**HEAD OF STAGE**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment**  |
| **Knowledge and Skills** |  |  |
| Excellent carpentry and/or metal work skills, with the ability to interpret and work from technical drawings. | **Essential** | Application, Task  |
| Strong communication and interpersonal skills. | **Essential** | Application, Interview |
| Excellent IT and computer skills, ideally including AutoCAD (training on AutoCAD can be provided if required). | **Essential** | Application |
| Demonstrable proven knowledge of managing Health and Safety procedures and policies, including a working knowledge of COSHH, LOLER and other related legislation. | **Essential** | Application, Interview |
| Proven set and scenic construction skills. | **Essential** | Application, Interview |
| Knowledge and/or qualification in Health & Safety such as First Aid, Manual Handling, and Working and Rescue at Height. | Desirable | Application, documents |
| Recognised rigging qualification. | Desirable | Application, documents |
| IPAF and Tallescope training and qualification. | Desirable | Application, documents |
| Full UK driving licence. | Desirable | Application, documents |
| **Experience** |  |  |
| A proven track record of working in a stage department for a similar sized producing and receiving theatre. | **Essential** | Application, Interview |
| Thorough knowledge and practical experience of stage and rigging techniques, experience of powered stage machinery including stage lifts, motors and revolves | **Essential** | Application, Interview |
| Experience of counter weight flying systems. | **Essential** | Application, Task |
| Experience of running a small workshop, maintaining stocks and machinery. | **Essential** | Application, Interview |
| Previous experience of conducting, monitoring and reviewing risk assessments. | **Essential** | Application, interview, task |
| Experience of drawing up and managing budgets. | Desirable | Application, interview, task |
| Experienced and comfortable in working and rescue at height.  | Desirable | Application |
| Experience of working with and supporting students and young people. | Desirable | Application, Interview |
| **Personal Attributes** |  |  |
| Proven leadership skills with the ability to lead or delegate as appropriate. | **Essential** | Application, Interview |
| Diplomacy, discretion, professionalism and a positive approach. | **Essential** | Application, Interview |
| A motivated and enthusiastic self-starter who enjoys working with and supporting creative teams. | **Essential** | Application, Interview |
| Ability to remain calm whilst working under pressure.  | **Essential** | Application, Interview |
| Demonstrate the ability to work with, and support other departments. | **Essential** | Application, Interview |
| A willingness and ability to support learners of different ages, including students and young people. | **Essential** | Application, Interview |
| Ability to carry out the physical demands of the role. | **Essential** | Application, Interview, Task |
| Ability to work evening, weekends and public holidays, as required.  | **Essential** | Application, Interview |

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** Up to £24,000 per annum (depending on experience)

**Hours:** 39 hours per week to include evenings, weekends and Bank Holidays, as per rota TOIL, Overtime and TMA managed and paid in accordance with BECTU and the Derby Theatre House Agreement

* As per BECTU, this is identified as a 6**-**day week role which attracts an additional holiday allocation

**Holiday:** 28 days per annum, including Bank Holidays, rising to 33 days over five

years, (plus 4 days for 6 day week)

**Pension:** Derby Theatre operates a contributory pension scheme provided by NEST

**Probation:** This post is subject to a six month probationary period

**Notice** One week during probationary period, one month thereafter

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), childcare vouchers scheme, free travel on University of Derby buses, intu discount card offering discounts at a wide range of stores.

**Other Terms** In accordance with BECTU and the Derby Theatre House Agreement

**HOW TO APPLY**

* Visit our website www.derbytheatre.co.uk to download an application form and equal opportunities monitoring form (these are combined in one document). You must fill in this form to apply as no CVs will be accepted.
* Make sure you save your application form with the file name **including your name and the job title, e.g. Your Name – Job Title – Application form**
* Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process
* Email your completed application form and equal opportunities monitoring form to jobs@derbytheatre.co.uk

We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our teams as they are under-represented within Derby Theatre’s workforce. We guarantee to interview any candidate with a disability or from an ethnic minority background who meets the essential criteria for the role.

**Closing Date:** Monday 6th January 2020, 10:00am

**Interview Date:** Tuesday 14th January 2020

Start Date: February 2020