

Sadler's Wells  
**Head of Stage & Flys**



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## Welcome

*Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.*

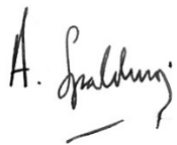
Our **mission** is to make and create dance that inspires us all, and our **vision** is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.

With best wishes,



Alistair Spalding, Artistic Director and CEO



## Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

### Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

### Artistic Programme

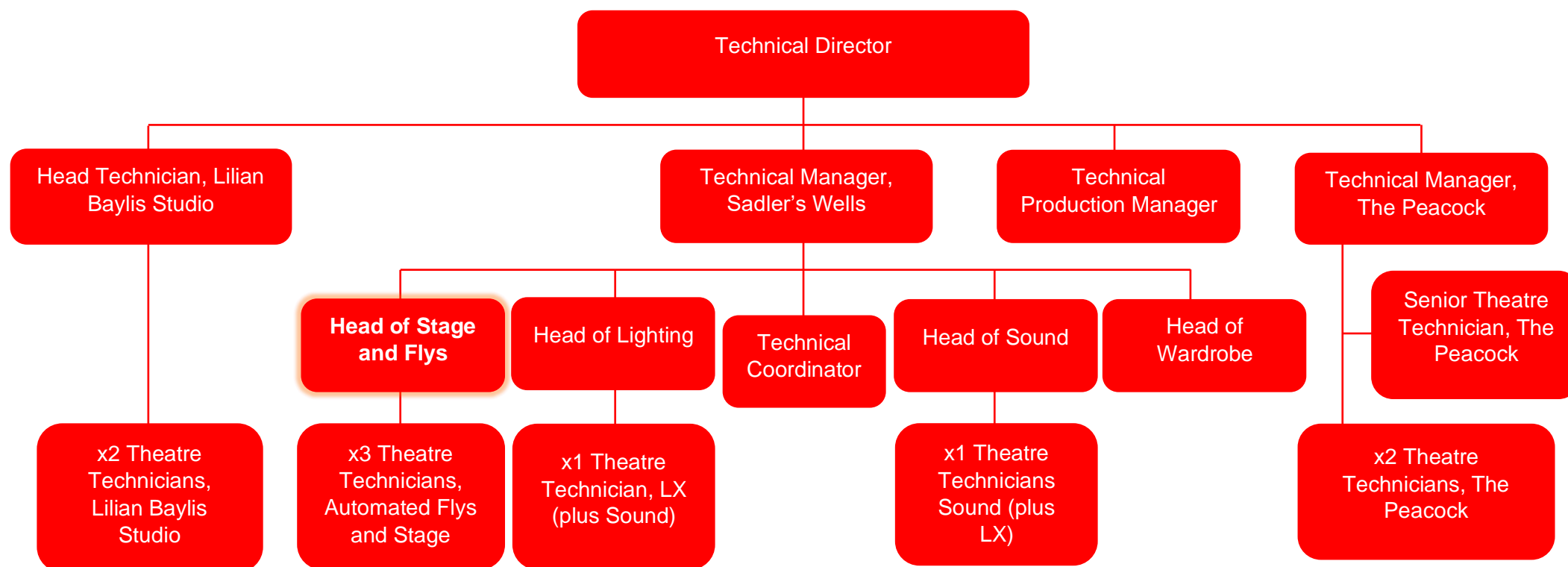
The artistic programme encompasses not only productions and presentations but also all of our artist development, learning and participation and touring programmes. The vision is led by the Artistic Director and Chief Executive through the Artistic Programming Board which includes the Executive Producer, Director of Artistic Programme, Artistic Programmer and Artist Development, Director of Learning and Engagement and General Manager of Breakin' Convention.

## The Department

The Technical department is led by the Technical Director with Technical Managers for Sadler's Wells and Peacock Theatres, each of whom manage a team of permanent and casual staff.

The Sadler's Wells Technical Manager is supported by senior staff including the Head of Sound and Head of Lighting, and their teams.

### The Technical department:



## What are my responsibilities?

The principal responsibility of the Head of Stage and Flys is to oversee the preparation and running of productions, ensuring that all relevant technical requirements are met in a safe and professional manner, and ensuring a high standard of operation at all times. They will also be required to offer support and assistance to the Peacock Theatre and Lilian Baylis Studio and may be called upon to offer support to Sadler's Wells productions at external sites and on tour.

### Operations

- Carry out show pre-production tasks, advancing technical information (including construction phase plans, ground plans, hanging plots, certificates of conformity for all lifting equipments)
- Schedule crew calls for the Stage/Flys, department and keeping the Technical Manager informed of issues and requirements
- Effectively and accurately plan and prepare for incoming and house shows, including safe preparation for all rigging and flying issues
- Ensure 'Rigging Completion Certificates' and 'Heavy Rigging & Motor Hoist Safety Checksheets' are completed for all productions with rigging activities
- Ensure all Stage/Flys nominated venue inspections, compliance checks and scheduled maintenance tasks are completed in a timely manner and in line with relevant legislation
- Be responsible for maintenance and storage issues concerning Stage/Flys, keeping the Technical Manager informed of any issues and requirements

### Collaboration and Leadership

- Lead the house and casual technicians, setting expectations of high production standards and behaviour
- Maintain a positive and proactive approach to the show and to visiting company or client requirements and requests

- Liaise with external contractors for servicing and repair of equipment and machinery
- Support the organisational commitment to diversity and inclusion, in particular our anti-racism pledges, ensuring to challenge the status quo and hold others accountable

### Efficiency & Effectiveness

- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner
- Always promote Health & Safety and safe working methods, ensuring relevant Health & Safety legislation is applied effectively and appropriate risk assessments are carried out on a regular basis
- Assist in the preparation and running of productions, ensuring that all technical requirements are met in a safe and professional manner
- Oversee the usage of all tools, equipment and machinery, keeping all in good working order and with sensible stock keeping processes
- Ensure statutory checks are carried out and documented according to departmental schedules, e.g., requirements under LOLER, PUWER, PAT testing, and assets registers

## Financial

- Arrange hires and purchasing for shows, working accurately within show budgets, and keeping all documentation clear and up to date
- Be responsible for scheduling casual staff for Stage/Flys, ensuring expenditure on premium payments and overtime is closely controlled
- Oversee the Stage/Flys department maintenance budget, ensuring routine spends are accurately forecasted and departmental expenditure is kept within budget
- Foster good working relationships with members of the Technical Department and other Sadler's Wells Departments
- Provide training for other staff as required
- Carry out any duties as may be required by the Technical Director or Technical Managers for Sadler's Wells and Peacock Theatres
- Maximise income and minimize expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours

## General

- Live, breathe and role model our organisational values of Excellence, Collaboration, Inclusion and Innovation, being aware of the influence and impact you can have, as a leader, at Sadler's Wells
- Assist in always ensuring a high standard of technical operation
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

*THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.*



## Who should apply?

The candidate should have a flexible approach, practical with excellent stage and flys skills. Experience in professional theatre work is crucial. You will be able to remain calm under pressure, have good problem-solving skills, while able to work well as part of a team. Self-motivation and confidence supervising other staff is essential.

Sadler's Wells is a receiving theatre with very varied seasons, including both artistic and commercial activities. Applicants need to have a flexible approach to working patterns and ideally will have experience of working with either repertory or touring companies. All technical staff members are expected to have the basic skills appropriate to the demands of a 1,500 seat theatre with a varied programme.

The successful applicant will demonstrate the following skills, experience, and personal qualities:

### Skills and Experience

#### Essential

- Substantial experience of stage/theatre
- Experience of working with large-scale theatre productions
- Experience of working with touring companies and/or receiving venues
- Thorough understanding and experience of health and safety management on productions and a commitment to safe working practice
- Flexible attitude and able to work as part of a team, with the ability to communicate effectively and politely with co-workers
- Proven leadership experience
- Experience of working with management in a cooperative and constructive manner, with understanding of strategic and financial considerations
- Knowledge, skills and experience to an advanced level in automation
- Knowledge, skills and experience to an advanced level in manual flying
- Proven rigging skills to a high level of competency
- Knowledge, skills and experience to a high level in stage carpentry with experience in set construction techniques
- Must currently hold the right to work in the United Kingdom

#### Additional, but not essential

- Experience of working with opera, dance or ballet
- Proficiency in AutoCAD or similar design software
- Knowledge, skills and experience to an advanced level in heavy rigging
- Knowledge, skills and experience to a good level in at least one of the following: sound, lighting, video
- Experience of financial management, including costing and budget control



## Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of circa £37,000 per annum, working 40 hours per week, including paid meal breaks where scheduled. Working days can be any day of the week, days off will be scheduled appropriately in accordance with the changing requirements of the department and productions
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have several anti-racism commitments to make lasting changes in the way we work

## Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on [recruitment@sadlerswells.com](mailto:recruitment@sadlerswells.com).

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**Closing date: 11.59pm on Sunday 12 June 2022. Interviews will take place on Thursday 16 June 2022.**

