



# Head of Stage

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<b>Department:</b>	<b>Technical</b>
<b>Salary:</b>	<b>£38,000 – £42,000 per annum</b>
<b>Deadline for Applications:</b>	<b>Monday 27 June 2022, 12pm</b>
<b>Interview date:</b>	<b>W/C 4 July 2022</b>
<b>Permanent</b>	

# Job Description

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**Job title:** Head of Stage

**Responsible to:** Technical Operations Manager

**Responsible For:** Flying & Rigging Manager, Technical Show Managers, all Stage Department Staff – permanent / fixed term / casual.

**Main purpose of the role:**

To deliver high quality staging and flying elements in a manner that promotes a safe, healthy and sustainable working environment and encourages a positive culture of engagement.

**Scope:**

The Head of Stage will lead the Stage Department and will work closely with the Production Managers and other Technical Heads to ensure the smooth delivery of productions on stage. They will also support entrepreneurial ambitions of the company and work closely with Cardiff Theatrical Services to take advantage of commercial opportunities.

**Key responsibilities:**

**Planning**

- Lead Stage Department planning for all relevant activities.
- Represent the Stage Department internally and externally.
- In conjunction with the Technical Operations Manager produce an operational plan for the Staging Department that identifies the costs, staffing needs, time restraints and practical implications of realising the staging.

**Production**

- 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
- Develop a working knowledge of WNO productions in the repertory, understanding the technical, staffing and storage implications of staging productions within the schedule – suggesting cost effective modifications as appropriate.
- Ensure that accurate production records are created and updated as necessary to enable efficient revivals, co-production and commercial ventures.

- Support the work of all WNO departments as required, including concerts, digital work, smaller scale productions and events, applying equally high standards of safety, efficiency and artistic integrity to the staging elements of all company projects.
- Provide in-venue support to other departments as required. Facilitating the Get-In and Get-Out of all toured equipment.

### **People Management**

- Establish and develop an effective and motivated team.
- Provide visible leadership to the Stage Department. Observing and/or leading stage sessions including Get-Ins, technical rehearsals, performances and Get-Outs, as necessary to ensure standards are maintained.
- Ensure that all aspects of team management are carried out in line with WNO policies and practices including, leading on recruitment, induction and probation, training, staff development, sickness absence, equality and diversity, health, safety and wellbeing and communication.

### **Administration & Finance**

- Manage Stage Department budgets, giving updates and forecasts as necessary thus ensuring that budgets are managed, on target and that any potential deviation is promptly notified
- With support from the Technical Administrator, manage Stage Department administrative systems, collating of time sheets, holiday records, and other staffing related data in conjunction with the HR Department.

### **Stores**

- Supervise the efficient and safe storage of WNO Scenery, Props and Staging Equipment.
- Liaise with the Technical Operations Manager and Transport Manager to ensure the most productive use of the Transport & storage spaces.
- Prepare stored productions for hire to third parties as required.

### **General**

- To cooperate with us in complying with relevant health and safety legislation, policies and procedure in the performance of the post. The post carries responsibility for Health & Safety issues at level 6 (see attached).
- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

# Person Specification

## Head of Stage

### Skills, knowledge and experience:

#### The Ideal Candidate

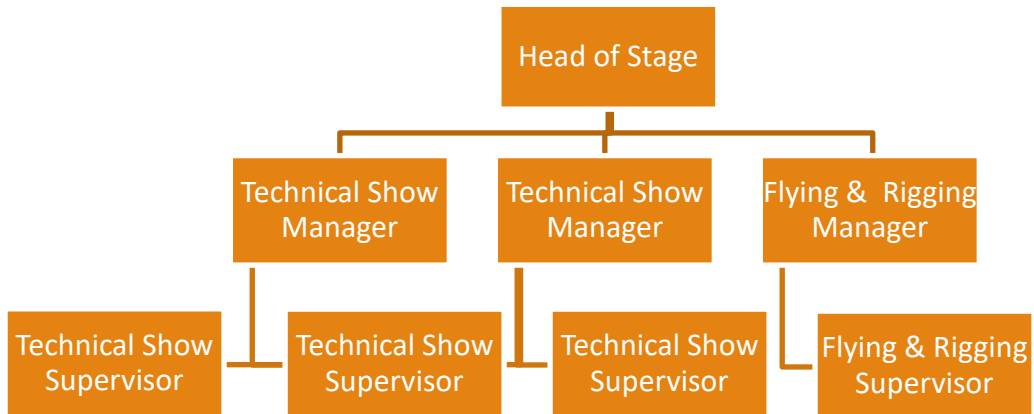
- The ability to build, lead and develop an expert team.
- Excellent leadership skills to establish rapport, credibility and relationships at all levels.
- A track record of collaboration across teams and delivering complex tasks under pressure.
- Excellent communication skills, both written and verbal.
- Self-motivated and proactive with the ability to balance conflicting demands.
- Creative, with the commitment to encourage fresh ideas and to develop colleague potential, as well as own continuous personal development.
- Someone who will drive change with the vision to help shape new ways of working.

### Skills, knowledge and experience:

- Excellent stagecraft skills
- A good working knowledge of rigging, stage engineering and automation.
- Experience of large-scale theatrical touring
- The ability to read and interpret ground and stage plans including AutoCAD drawings.
- Excellent IT skills General IT skills including use of Outlook, Word and Excel
- Ability to travel independently within the UK and abroad.
- Considerable operational experience in the staging elements of repertory theatre\*
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices\*
- A recognised Health & Safety qualification and/or appropriate experience\*
- Industry recognised training and/or experience in rigging, stagecraft and/or electrical awareness\*
- Full, current UK driving licence\*
- An interest in Opera\*
- Welsh language speaker/writer \*
- Welsh language speaker/writer \*
- Understanding of GDPR legislation \*

**Points marked with an asterisk (\*) are desirable rather than essential.**

## Team Structure



Seasonal Staff:  
Touring Stage Technicians  
Assistant Touring Stage Technicians  
Apprentices  
Agency Crew

## **Health and Safety Individual Responsibilities**

### **All Employees (Level 6)**

All employees are responsible for:-

- The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
- Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
- Reporting promptly to the appropriate Manager potential or actual hazards and defects.
- Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
- Knowing the correct action to be taken in the event of an accident, fire or other emergency.
- Co-operating with Management and other personnel in meeting statutory requirements.
- Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training.

### **Heads Of Department & Managers (Level 4)**

All individuals with responsibility for the management and supervision of work activities will ensure that:

- employees understand and implement the requirements of our Health and Safety Management System
- changes in our Health and Safety Management System are brought to the attention of all employees
- the requirements of our Health and Safety Management System are implemented and health and safety standards maintained at all times
- employees are encouraged to give a high level of commitment to health and safety
- employees, contractors and visitors are aware of and follow our safety procedures
- adequate training, information, instruction and supervision is provided to employees
- health and safety issues requiring action are communicated to senior management immediately
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety
- effective arrangements for communication and lines of reporting are established and maintained
- effective actions are taken when hazards and shortcomings are reported.