



Flying and Rigging Manager

Department: Technical

Salary: £35,000 – £38,000 per annum

Deadline for Applications: Monday 27 June 2022, 12pm

Permanent

Job Description

Job title:	Flying and Rigging Manager
Responsible to:	Head of Staging
Responsible For:	Flying & Rigging Supervisor, Stage Department Staff as delegated – permanent / fixed term / casual

Main purpose of the role:

To deliver the highest quality rigging and flying elements in a manner that promotes a safe, healthy and sustainable working environment and a positive culture of engagement.

Scope:

The Flying & Rigging Manager will work within the Stage Department to support the Head of Stage and will work closely with Production Managers and other Technical Heads to ensure the smooth delivery of productions on stage and other company activities.

Key responsibilities:

Planning

- Lead rigging and flying for all relevant activities
- Represent the Stage Department internally and externally.
- Work closely with the Head of Stage to produce an operational plan that identifies the costs, staffing needs, time restraints and practical implications of realising the flying & rigging elements

Production

- Ensure that the flying and rigging elements of productions are presented to a high standard, and that the production team's creative and artistic vision is reproduced accurately and consistently
- Develop a working knowledge of delegated WNO productions in the repertory, understanding the rigging and flying implications of staging the 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 applying equally high standards of safety, efficiency and artistic integrity to the rigging and flying elements of all company projects.
- Provide in venue support to other departments as required including overseeing the rigging of all toured

equipment.

People Management

- Provide visible leadership to rigging and flying activities. Leading rigging and delegated staging sessions including Get Ins, technical rehearsals, performances and Get Outs.
- Ensure that all aspects of team management are carried out in line with our policies and practices including, recruitment, induction and probation, training, sickness absence, equality and diversity, health and safety and communication.

Administration & Finance

- Manage rigging and flying budgets as delegated.
- Assist with the management of the Stage Department's administrative systems, assisting with the collation of time sheets, holiday records, and other staffing related data as required.

Stores

- Supervise the efficient and safe storage of WNO Flying & Rigging 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

Flying and Rigging Manager

The Ideal Candidate

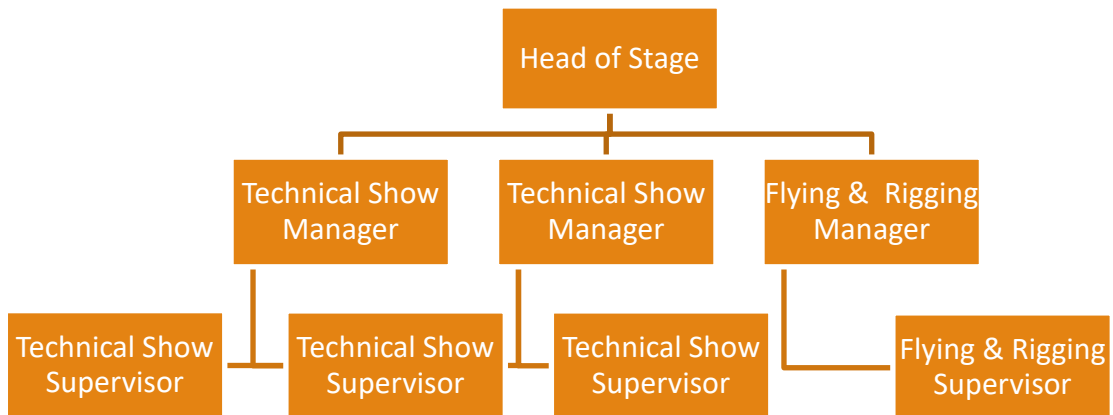
- The desire to acquire new experiences and knowledge and to learn new skills.
- Leadership skills including the ability to listen, counsel, give guidance, delegate and deliver informal practical training.
- A track record of leading teams delivering complex tasks under pressure.
- Good communication skills, both written and verbal.
- Self-motivated and pro-active with the ability to work calmly under pressure and prioritise conflicting demands.
- The vision to help shape new ways of working in response to a rapidly changing work environment.
- A sympathetic approach to people working under pressure in an artistic environment.
- The ability to work as a senior member of a large team as well as the ability to work independently or in small groups.

Skills, knowledge and experience:

- Excellent skills, knowledge and experience of theatrical flying and rigging practice.
- The ability to read and interpret ground and stage plans including AutoCAD drawings.
- A good working knowledge of current Health & Safety legislation including LOLER, PUWER, Risk Assessment, CDM2015 and working at height.
- General IT skills including use of Outlook, Word and Excel.
- Ability to travel independently within the UK and abroad.
- Operational experience in the supervision of flying and rigging elements of repertory theatre.
- Operational experience of in-service inspection, testing and maintenance and of rigging equipment.*
- Experience in the staging elements of repertory theatre.*
- Experience of large-scale theatrical touring.*
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices.*
- A recognised Rigging Qualification and/or the skills, knowledge and experience to obtain a qualification with suitable training.*
- A recognised Health and Safety qualification and/or the skills, knowledge and experience to obtain a qualification with suitable training.*
- AutoCad drawing skills.*
- The potential to grow into a more senior role within technical theatre.*.
- Full, current UK driving licence.*
- An interest in Opera.*
- 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.