

RECRUITMENT PACK HEAD OF STAGE

About Rose Theatre

Rose Theatre is one of the largest producing theatres in London and has established itself since its 2008 opening as one of the most exciting theatres in the UK. Our mission is to entertain audiences, elevate artists, and empower our community.

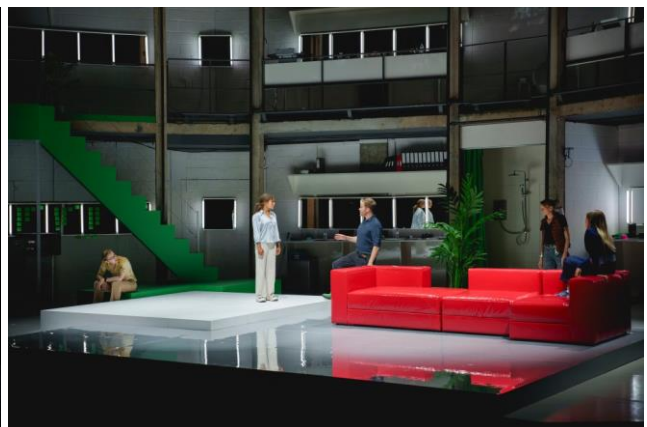
We invite the best artists to unleash their creativity at the Rose and on tour. We seek out artists who share our vision to produce great theatre, encouraging artists to make bold decisions and take creative risks. We believe diversity is a moral imperative and proactively invite new voices to be part of our story. Rose productions are the beating heart of an artistic programme created for adult and family audiences alike. We complement these productions with a wide range community events and the best visiting theatre, comedy, and music acts. In addition, Rose Youth Theatre is one of the largest in the country.

Forthcoming Rose Theatre productions include a new adaptation of Jane Austen's *Emma*, and *Our Town* starring Michael Sheen co-produced with the new Welsh National Theatre. Current and recent Rose Theatre productions include *Marie and Rosetta* (directed by Monique Touko with set design by Lily Arnold), *Never Let Me Go* (directed by Christopher Haydon and designed by Tom Piper,) and *The Glass Menagerie* (directed by Atri Banerjee with set design by Rosanna Vize).

The Rose auditorium is an open space, with 763 seats and a wide stage with no proscenium arch. The grid extends over the stage and auditorium at some 9m high. with three levels. There is a workshop onsite with basic making facilities for stage and maintenance areas for LX and sound. The lighting rig consists of 30 Martin Viper XiPs with generic fixtures alongside.



Marie and Rosetta Photograph by Marc Brenner



Shooting Hedda Gabler Photograph by Andy Paradise

Chief Executive
Robert O'Dowd

Artistic Director
Christopher Haydon

Advisory Associate Director
Sir Trevor Nunn

Rose Associate Artists
Jane Asher
Lucian Msamati
Niamh Cusack
Melly Still

Job Summary

Job Title:	Head of Stage
Key objectives:	Management of production scenic elements, stage systems, and equipment and rigging.
Responsible to:	Head of Production
Works closely with:	Deputy Head of Production, Technical Manager, Producing team, Production Technicians, casual crew and freelancers
Salary:	£36,414 per annum
Location:	Kingston (Zone 6, southwest London), as well as occasional attendance at rehearsal rooms across London and tour/co-producing venues.
Hours:	Full time, permanent contract. Hours should average 44 per week over each quarter of the year, as necessary to fulfil the duties of the post. Get Out payment will be paid where appropriate for productions excepting events, 'one nighters' and hires.
Holiday:	28 days per annum plus Bank Holidays. 'Bookable weekends' are available in addition to annual entitlement.
Probation/Notice:	A six-month probation period (during which a one month notice period), after which a three-month notice period.
Benefits:	Complimentary show tickets (subject to availability) and company rate tickets 25% off food and drink at the Rose Café NOW Pension Scheme Ride to Work Scheme Season Ticket Loan
Applications Close:	Monday, 16th June 2025 at 9am
Interviews:	Pencilled for Monday, 23 rd June 2025

To apply, please send a CV and covering letter (no more than two pages long) to recruitment@rosetheatre.org Please also complete the Equal Opportunities form attached with this Job Description and return separately to hr@rosetheatre.org

Please state in the covering letter your current notice period as well as where you saw the role advertised. Please also confirm that you have the right to work in the UK. A satisfactory DBS check must be completed prior to the end of the probationary period. Please advise when applying if you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974.

If prior to applying you have any queries or would like an informal conversation with Head of Production Dan Rainsford, please email recruitment@rosetheatre.org.

Overview of the Position

Duties and Responsibilities

The Head of Stage is responsible for the provision of high-quality stage scenic services both to Rose Theatre and to visiting companies/hirers during the preparation for and running of rehearsals and performances at the Rose Theatre, or at any other venue where our productions may take place. They will ensure that the stage and scenic equipment and systems are kept in excellent working order.

To achieve this, the Head of Stage will work closely with Rose Theatre's Head and Deputy Head of Production, and Technical Manager, and with freelance Production Managers, Designers and production teams, to ensure that all the stage and scenic requirements are met, and where necessary recreated, subject to budgetary limits. As such, they will be expected to direct and supervise the work carried out by the full time and casual Technicians.

The Head of Stage will be expected to use their skill and experience to carry out work to the highest standards and to understand the technical and creative aims of a production. They should behave in a professional and considerate manner in all dealings with colleagues and visiting companies. They will be scheduled to carry out any task within their capability and skill and work in any area required.

The Head of Stage will maintain all stage and workshop equipment, ensuring these can be operated in a safe manner. They will also act as required as a responsible person with regards Health and Safety and ensure that all work tasks can be carried out in line with the venue's Health and Safety policy.

The Head of Stage will adopt a 'hands on' approach to the job combining a high quality technical 'know-how' with a professional attitude and appreciation of the creative design.

Key Tasks and Responsibilities:

- Consult with the Head of Production, Technical Manager, Department Deputies, Production Manager and Designer, in order to prepare all equipment required for specific productions – ensuring the required amount is available and in complete working order.
- Consult with the Head of Production and Production Manager and creative teams, to determine safe and cost-effective techniques in realising scenic design requirements.
- Work closely with Head of Production, Technical and Production Managers and keep them informed of all changes to plans in order that paperwork can be kept up to date and assist in the maintaining of accurate records of the production.
- Work with visiting companies and hirers to facilitate all productions, hires and visiting work presented on the Rose's stages
- Providing show covers and acting as Duty Tech when required.
- Prepare specialist equipment for a particular production in consultation with Head of Production and the Production Manager.
- Liaise with Deputy Head of Production to ensure hires and events are fully resourced.
- Be responsible for generating accurate and clear ground plans and paperwork.
- Work with the Technical Manager, to ensure that all Productions, Events and Hires are fully resourced and staffed.
- Manage the Stage running budget as allocated by the Head of Production.

- Organise and carry out the maintenance of KTT's technical equipment.
- Organise and schedule the full time and casual Technicians to ensure the smooth running of the department.
- Pass on knowledge to less experienced team members and instruct where necessary.
- Keep Head of Production aware of any possible training needs that may become evident.
- Oversee the installation of any temporary rigging installations required by KTT or visiting companies.
- Ensure that the venue remains compliant in terms of LOLER, PUWER, COSHH and any other relevant regulations including CDM
- Ensure all financial policies and budgetary constraints are observed.
- Ensure work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; making sure team members are aware of the requirements and informing the Head of Production if further instruction is required.
- Generate departmental Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported.
- Attend relevant production/technical meetings and notes sessions.
- Attend reces to touring venues as required
- Help ensure effective communication across the department in order to maintain high standards of work.
- Carry out any other duties relevant to the post.
- Abide by Rose Theatre's Data Protection, Anti Harassment & Anti Bullying; Equality, Diversity and Inclusion; Health and Safety; Safeguarding, and Whistleblowing Policies and other policies that may be put in place.

Health and Safety:

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition the Head of Stage must:

- Understand their responsibilities and co-operate and assist with their manager on all aspects of health and safety, including risk assessments, method statements and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to at all times including the issue and wearing of personal protective equipment. (PPE)
- Inform their manager of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly.
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.
- Take immediate action following any incident/accident, report and carry out remedial action as is required

Please note this job description is not to be regarded as exclusive or exhaustive and does not form part of a contract of employment. It is intended as an outline indicating the main areas of activity and may be amended in consultation with the post holder as the role develops and/or priorities and requirements change.

Person Specification

The Head of Stage will need to be self-motivated and possess the following skills, experience, abilities and knowledge:

Technical

- Comprehensive experience of installing and maintaining production sets.
- Detailed knowledge of Health and Safety procedures.
- Experience and knowledge of safe rigging practices.
- Ability to manage the turnaround of sets and facilitate hires.
- Excellent maintenance experience.
- The ability to accurately read and understand ground plans and sections.
- Comprehensive experience of using motorised winch systems.
- Comprehensive experience in managing “get ins” and “get outs”.
- Excellent IT skills including knowledge of CAD applications, including Vectorworks.
- Experience and ability to work and rescue at height (training provided).
- Ability and willingness to complete PFPE and Rigging Accessories inspections (training provided)

Creative

- Excellent set building and carpentry skills.
- Experience of rigging.
- Ability to interpret designs from plans.

Managerial

- Proven experience of managing a theatre or events technical team.
- Experience of generating and implementing Risk Assessments and Method Statements.
- The ability to supervise, monitor and train technical staff where necessary.
- In collaboration with the Technical Manager, managing quarterly skills reviews with Production Technicians.
- A commitment to promoting equality and diversity within the company and understanding issues relating to the diversity and access in the theatre industry.

Personal

- Excellent communication skills.
- The ability to work unsupervised.
- Motivation to maintain a positive work environment.
- The ability to problem-solve quickly and work to tight deadlines.
- A willingness to work evening and weekends.
- Fit and able to perform the duties of the role.
- A commitment to maintaining discretion and confidentiality as appropriate.