

JOB DESCRIPTION



Job Title	Head of Stage
Department	Technical
Reporting To	Technical Manager
Responsible For	Deputy Head of Stage Lead Stage Technician Stage Technician Casual Stage Crew
Main Purpose	To manage the provision of all staging requirements in all Sheffield Theatres venues and for all Sheffield Theatres productions including co-productions and touring productions

Main Duties Include

- Managing the Stage team to achieve the highest standards of engagement, safety, efficiency and operation; including efficient staff scheduling, in coordination with the Technical Manager, adhering to union and house agreements and in compliance with health and safety legislation.
- Reviewing, planning and communicating visiting production information and leading on health & safety for these.
- Attending meetings and rehearsals and taking responsibility for identifying and solving technical challenges for productions, maintaining the high standard of shows Sheffield Theatres provides.
- Being a point of contact and support for creatives and production managers throughout the design process as directed by the Technical Manager to ensure the smooth delivery and realisation of designs.
- Taking responsibility for provision of technical resources.
- Ensuring legal requirements are met in respect of health and safety, fire, employment procedures and practises, and electrical safety, including ensuring that department risk assessments, method statements and inductions are carried out and up to date.
- Acting as temporary cover for other Technical Heads of Department or for the Technical Manager as required.
- Running and operating shows, fit ups & get outs in all venues as scheduled by the Technical Manager.

General

- Driving change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Being accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety legislation and Safeguarding Policies
- Creating a positive working environment, underpinned by the organisation's values
- Assisting our work in developing audiences, improving our digital practice and growing fundraising income for the theatre
- Ensuring we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions

- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Contributing to the sustainability of the organisation in line with Sheffield Theatres' environmental conditions
- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Undertaking relevant training and development as required

PERSON SPECIFICATION

- Formal technical theatre training
- Previous supervisory experience and technical experience in both a Repertory Theatre and Receiving House
- Substantial and proven expertise and experience in fitting-up, running shows and get-outs
- A deep and broad knowledge of stage and flying equipment
- Experience of maintaining high standards of staging provision through awareness of best practice, including Health & Safety; implementing effective procedures
- Excellent problem solving and decision making
- Excellent written and verbal communication skills including a good standard of spoken and written English.
- Good ICT skills, including working knowledge of Microsoft Office's Word, Excel, Outlook.
- Excellent organisational skills with a high level of attention to detail and ability to manage a heavy workload efficiently and effectively.
- Ability to work effectively within a busy environment including periods of intense pressure to meet non-negotiable deadlines (First Night).
- Enthusiasm and calmness – a passion for the arts and ability to lead by example.
- A team-player who is personable, diplomatic and has the ability to communicate effectively with people at all levels both internally and externally.
- Committed, self-motivated with good team leadership and staff management skills.