

Head of Stage - Job Description

www.shaftesburytheatre.com

Job Title	Head of Stage
Department(s)	Stage
Reporting to	Operations Director
Key working relationships	Stage Electrics Operations Senior Management Accounts External contractors/Production
How to Apply <i>We welcome applications in alternative formats if this is more accessible for you. Please contact us to discuss your needs.</i>	You must upload the below in one document. Voice recordings can be sent to the contact email. a) CV b) Cover letter (max. 800 words) OR a voice recording (max. 3 minutes), responding to the following questions: 1. What skills and experience can you bring to be successful in the role? 2. How do you meet the personal specification?
Rate of Pay	£52,000 pa 40 hours pw, plus overtime where applicable
Contract Type	Full-time, 40 hours a week over five days: day, evening and weekend shifts. Overtime as operationally required.
What we offer	<ul style="list-style-type: none"> • 20 days paid annual leave plus bank holidays • Off-site and cross-department training opportunities • Employee Assistance Programme – confidential wellbeing and mental health support • Auto-enrolment pension contributions & salary sacrifice scheme • Health insurance* • Birthday Day** <p><i>*After successful probation</i> <i>**After 2 years service</i></p>
Application Deadline	Monday 13 th April
Interview Window	23 rd -24 th April
Start Date	TBD
Probation	6 months
Contact	Indy Alabi (Operations & HR Coordinator) ialabi@shaftesburytheatre.com

Purpose

The Head of Stage manages the stage and technical (mechanical) areas of the Shaftesbury Theatre. They take responsibility for the realisation of the mechanical and stage services for all performances and events within agreed schedules and budgets. In addition, the role is responsible for supporting maintenance and capital projects across the building, working with external contractors as appropriate, and ensuring statutory compliance.

They take responsibility for the realisation of technical services for all performances and events within agreed schedules and budgets.

This is a hands-on position requiring practical expertise, calm leadership, and a collaborative approach across all departments. The Stage department has a critical role in representing the Company to both producers and those who hire the Theatre for other functions. It is often the first practical contact that these individuals and companies have with the Theatre and thus the Stage team has an important role in representing the Theatre. In addition, it is charged with ensuring that the mechanical installation and safety of all stage machinery is of the highest standard.

Job Description

Production

- Provide an efficient and welcoming service to the artists, producers and managements visiting and working with the Theatre.
- Liaise with incoming design, production, technical staff, event staff and suppliers as appropriate to ensure all mechanical and staging requirements are met for all productions and individual events.
- Liaise with management and other technical departments to ensure smooth running of get-ins and get-outs including approval of staff scheduling and budgetary controls.
- Liaise with staff and visiting companies to ensure the smooth running of performances.
- Arrange for, and liaise with, additional stage support staff where necessary.
- Supervision of fit-ups
- Supervision of the rigging, construction and flying of scenic elements and of equipment
- Work shows as a flyman/ crew member
- Attend as duty stage cover during the day and performance hours.
- Work with the Operations Director on the planning and delivery of events and hires,

Building & Maintenance

- To devise, review and operate the Stage department's operational procedures to ensure that they are efficient and effective at all times.
- Ensure that the requirements of health and safety legislation and company policy, fire risk assessments and licensing regulations are adhered to at all times.

- Maintain appropriate documentation, risk assessments and records of maintenance.
- Manage and maintain all stage mechanical equipment within the building to ensure the efficient and safe operation. Ensure adherence to operational procedures, effective routine maintenance, cleaning and implementation of any agreed programme of replacement, including the arrangement of independent inspection and certification.
- Maintain adequate stocks of all stage hardware and supplies for the building.
- Ensure regular inspections of the building are carried out, liaising with relevant departments and management, action maintenance works as necessary.
- Working closely with the Operations Director, implement restoration and major maintenance projects relevant to the department and assist in those led by other department heads.
- Liaise with external contractors, supervising when required, and ensure safe working practices are adhered to at all times.

Leadership and team management

- Promote a positive approach to Health & Safety and safe working practices at all times, practice the highest level of health and safety management, and ensuring the whole team are working to those standards
- Manage and support the Stage team, delegating as appropriate with the approval of the Company's senior management team, and ensuring that all team members are working within the operational process, procedures and policies of the theatre.
- Act as the line manager for all Stage staff ensuring that they are able and competent and that staff levels are within agreed budgets, in accordance with the needs of the Theatre and that all employment legislation, Shaftesbury policies and procedures, union agreements and SOLT policies are properly understood and implemented.
- Recruit, appoint, appraise and train the Stage staff, in consultation with the Operations Director, with the aim of enabling the staff to be of the highest quality through the development of their skills.
- Ensure that the HR system is used by the department and kept up to date
- Work with the Head of Electrics to manage and develop technical apprenticeships at the Theatre
- Actively foster an inclusive, collaborative working culture within the Stage department, promoting equity
- Work collaboratively with the other Heads of Departments, working together to ensure the smooth and cohesive running of the Shaftesbury Theatre

Administration and Finance

- Ensure that the department and the theatre management are aware of technical developments and their suitability to the Theatre through product information, attending trade shows etc.
- Responsible for determining the staffing rota for the department, considering budget, and signing off weekly timesheets
- To manage budgets within approved levels.

- To maintain accurate financial records and controls to the satisfaction of the Finance Director. This shall include, but not be limited to, purchase order systems and timesheets.
- To schedule staff efficiently maximising use of core hours and reducing overtime where possible

Other Duties

- To be a keyholder and, as appropriate, to be on call on the Emergency Contacts List.
- Advocate for the Shaftesbury Theatre, its aims and activities
- Be familiar with and abide by all Shaftesbury Theatre Policies including, but not limited to, our Equal Opportunities Policy, Sexual Harassment and Health and Safety Policy
- Undertake any other duties as appropriate to the post, as requested by the Senior Management team

Personal Specification

	Essential	Desirable
Experience and Knowledge		
Substantial professional theatre experience of operating stage machinery, rigging and flying	X	
Knowledge of health and safety procedures and experience in carrying out method statements and risk assessments	X	
Experience of managing loading in/out and fitting up scenic elements	X	
Demonstrable carpentry and scenic construction skills	X	
Experience of working at height and access equipment training	X	
Line Manager Experience	X	
Experience with design software (CAD, Vectorworks)		X
Qualifications in rigging and/or manual handling		X
Health and Safety Qualification		X
First Aid Qualification		X
Skills		
Computer literate, including Microsoft Office applications	X	
Ability to read ground plans and make construction drawings	X	
Excellent problem-solving skills	X	
Strong time management skills and ability to work to tight deadlines	X	
Strong communication skills, with an ability to communicate at all levels	X	
Strong attention to detail	X	
Personal Attributes		
Demonstrable ability to work as part of a team and under own initiative	X	
Proactive and flexible, with a hands-on approach, and a flexible attitude to working patterns	X	
An interest in developing casuals and apprentices and supporting the development of more junior staff	X	
Passion & enthusiasm for theatre	X	
An interest in new technologies and developing practices in theatre		X
An interest in sustainability, particularly in a theatre context		X

We are Disability Confident Employer

If you're unsure whether you meet all the criteria, we still encourage you to apply. We value potential and enthusiasm, and we're happy to support you as you learn on the job.

If you have access requirements or need adjustments for any part of the application process, please let us know – we're happy to help.

We are committed to building a diverse and inclusive workplace. We actively encourage applications from people of all backgrounds, especially those currently underrepresented in the arts sector, including Black, Asian and global majority communities, disabled people, and those from working-class backgrounds.