January 2020

Dear Applicant,

Thank you for your interest in the post of **Head of Stage.**

Please find enclosed:

1. Job Description and Person Specification
2. About Theatre Royal Stratford East
3. Application Form

Completed applications are to be returned by Tuesday 29 January 2020

Interviews will be held on: Wednesday 5 February 2020

To apply for this position, please return your completed application form and monitoring form to [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com)

You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre’s policies, current programme and past history.

I hope that you will be interested in applying for the post

With best wishes,

Eleanor Lang

Executive Director

**Due to high volumes of applications, we are unable to contact you if you have not been shortlisted.**

**Job Description**

**Job Title:** Head of Stage

**Reporting to:** Head of Production

**Responsible for:** Stage Deputy and casual technical staff

**Main Purpose of the Post:**

The Head of Stage is a key member of the technical department and is responsible for the safe and efficient running and management of the Stage department for Stratford East’s productions, visiting companies and hires to the highest possible standards

**Principal duties and responsibilities**

**Production Responsibilities**

* Liaison with production managers on produced and incoming shows to ensure the vision of the show is realised.
* Take responsibility for the safe and efficient loading in/out, rigging, construction, flying of scenic elements and equipment for TRSE productions, co-productions and hires within schedule and budget limits set by the Head of Production, Producer and/or Production Manager
* Working shows as fly person, stage crew, production carpenter as required
* Undertake pre-show preparation – research, costing, technical drawings, hanging plots, and ordering of materials/consumables as required
* Attend production meetings, read-throughs and rehearsals as required.
* Liaison with other departments regarding the planning of TRSE productions, co-productions and hires.
* Recruitment and training of new stage staff, carpenters, scenic artists and casual workers.

**Departmental Responsibilities**

* Ensure the maintenance and tidiness of stage department areas of work – including fly floors, grid, rigging stores, workshop, auditorium etc to the satisfaction of the Head of Production, reporting any faults immediately.
* Maintain in good repair all stage equipment, stock drapery, rigging hardware, workshop equipment and any other stock items in the Stage department advising on damaged equipment /reduced stock when appropriate.
* Take responsibility for all maintenance and inspection of hardware and equipment under regulations regarding LOLER and PUWER.
* Work with the Head of Production and executive team in developing TRSE workshop as a commercial producer of scenery.
* Assist other members of the Production Department as and when required.
* Awareness of and adherence to Health and Safety guidelines and Codes of Practice.
* Ensure that Risk Assessments are carried out and adhered to for activities taking place in the workshop and stage
* To keep up to date with current stage technology, and to remain current with industry best practise.
* Be a proactive member of the Production team.
* Any other duties commensurate with the post.

**Person Specification**

**Essential**

* Experience of building scenery to a high standard in woodwork and metal work.
* Experience of managing loading in/out and fitting up scenic elements
* Experience of operating stage machinery (revolves, winches trap mechanisms)
* Experience of stage rigging (hoists, steel wire ropes, counterweights, automation and relevant hardware)
* Experience of flying – ideally hemp flying
* Experience of leadership and a proven decision maker
* Sound working knowledge of Health & Safety legislation pertaining to this area
* An ability to read ground plans and make construction drawings
* Computer literacy (CAD/ Vectorworks, Microsoft Office)
* An aptitude for learning
* An eagerness to share knowledge and develop our base of casual crew and technicians

**Desirable**

* Specialist training/knowledge (engineering, prop-making etc)
* Ability to manage projects to set budgets
* Health & Safety training (LOLER, Manual Handling PEWER etc)
* First Aid at Work training
* CAD training
* Driving licence
* Certification from an accredited rigging course
* Pyrotechnics certificate

**Salary:**  £26,500 + overtime pro rata

**Hours of Work:** 43 hours per week+ overtime as agreed

**Holiday:** 22 days per annum plus bank holidays pro rata. This will

increase by 1 day for each full holiday year of service completed

to a maximum total of 25 days pro rata.

**Probation:** 6 months

**TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.**

**About Theatre Royal Stratford East**

Since 1884, Theatre Royal Stratford East, the historic producing house in the heart of London’s East End has spearheaded diverse work, and championed often marginalised stories on its stage.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as Oh, What a Lovely War! and A Taste of Honey.

Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo to name but a few.

Under Nadia Fall’s Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Situated in the heart of the East End community, we run an engaging Learning and Participation programme and are accessible and open to all.