

June 2021

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

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. You may find it helpful to look at the Stratford East website www.stratfordeast.com for general information on the theatre's policies, current programme and past history.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/stage-deputy-17042> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **midday on Monday 5th July**. Applications received after midday on the deadline date will not be accepted.

It is intended that interviews will take place on **Wednesday 14th July or Thursday 15th July.**

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

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.

Theatre Royal Stratford East

Stratford East makes theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

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.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Nadia's first season included a revival of *Equus*, which received seven 5 star reviews and a West End transfer, Sir Lenny Henry starred in a critically acclaimed and powerful rendition of August Wilson's *King Hedley II*, and we engaged over 300 young people in a large scale production of Benjamin Britten's *Noyes Fludde* in collaboration with English National Opera.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and

- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

Our Mission

- We produce work of the highest artistic quality that is:
 - Popular: Theatre of the highest quality that seeks to move and entertain everyone
 - Political: Work that provokes discourse about the world we live in and our place within it
 - Inclusive: Stories that are representative of our East London home and speaks to a wider London audience and which strive for an expansive and imaginative portrayal of its diverse communities
- We ensure diversity and inclusion is central to everything we do
- We are investing in our Grade 2 listed building
- We work to be environmentally sustainable
- We nurture and develop our staff
- We create and champion opportunities for a diverse range of artists
- We develop an emerging generation of talent
- We present a year-round participation programme for people of all ages
- We engage with local partners and people in Newham and the East London area

Governance and Finances

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of

house sales.

COVID-19

As with many in the theatre industry, our doors reopened to the public on 2nd June 2021 after a prolonged dark period due to the ongoing Coronavirus pandemic. We closed our doors on 16th March 2020, and since 20th March 2020 staff have been working from home. On 17th May 2021 we were thrilled to be able to welcome some staff back into the building, however, we anticipate that it will be a long time before all staff are back in the building together full time, and some home working is likely to be in place for the immediate future. This job description is written with our current plans in mind, however, in light of the current rapidly changing and unpredictable situation it is possible that priorities might change.

JOB DESCRIPTION

Job Title: Stage Deputy

Reporting to: Head of Stage

Line-managing: Casual Stage crew

Key Working Relationships: Production department, Production Managers and freelancers.

Department Information

The Stage Department is part of a Production Department currently .made up of a resident Head of Production, Head of Stage, Head of Lighting, Senior Technician Lighting & Video and Head of Sound.

Main purpose of the Role

To assist the Head of Stage in the running of the Stage department at Theatre Royal Stratford East (TRSE) and to support the Head of Stage and Head of Production in facilitating the staging requirements for all TRSE productions, co-productions and hires. You may sometimes be required to work in other locations.

Principal duties and responsibilities

Productions

- Working shows as flyperson/show crew as required
- Under the instruction of the Head of Stage, building and supervising the building of set elements/props whenever possible
- Booking and supervision of casual stage staff
- Ensure the safe and efficient fitting-up and getting-out of TRSE productions within the schedule and budget limits agreed with the Head of Production and/or visiting Production Manager of the show: with particular regard to rigging, stage machinery, winches etc.
- Ensure the safe and efficient hanging and flying of scenic pieces, cloths etc.
- Undertake pre-show preparation / assembly of scenic pieces
- Liaising with Front of House and Stage Management at the start of a performance
- Attend production meetings, progress meetings, read throughs and rehearsals as required
- Liaison with other departments regarding the planning of TRSE Productions

Maintenance

- Ensure the maintenance and tidiness of the backstage area, fly floor, grid and workshop / dock areas to the satisfaction of the Head of Stage and Head of Production
- Maintain in good repair all scenic drapes, Production department tools and other stock items, advising on damage etc. when appropriate
- Ensure good housekeeping of all stage areas

General

- Assist the Lighting, Sound and Stage Management departments as and when required
- Be aware of TRSE Health and Safety guidelines and Codes of Practice
- Be a proactive member of the Production team
- Work with the Building & Facilities department to carry out any general building repairs as requested by the Head of Production

- Be familiar with and abide by all TRSE Company Policies including, but not limited to, our Equal Opportunities Policy, Dignity at Work Policy and Health and Safety Policy
- Undertake any other duties as appropriate to the post

PERSON SPECIFICATION

Experience

- Experience of loading in/out and fitting up scenery elements
- Experience of working backstage in a professional theatre
- Experience of rigging, knowledge of safe techniques and use of hardware
- Experience of supervising stage crew
- Experience of building scenery and interpreting construction drawings to a high standard
- Experience of operating stage machinery
- Experience of flying – particularly hemp flying (desirable)

Knowledge

- Sound working knowledge of Health and Safety legislation as pertains to this area of work
- Specialist training/knowledge of engineering, prop-making etc. (desirable)
- A basic knowledge of Automation (desirable)
- Knowledge of metalworking (desirable)

Personal Attributes

- An aptitude for learning
- An eagerness to share knowledge and develop our base of casual crew and technicians

Qualifications

- Health & Safety training - LOLER, Manual Handling etc. (desirable)
- First Aid at Work training (desirable)
- Use of CAD. (AutoCAD 2021 or equivalent) (desirable)
- Experience and training on an accredited rigging course (desirable)

INFORMATION

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.

Contract type: Full time and permanent

Salary: £24,000 per annum

Hours of Work: A normal working week consists of 40 hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holidays: 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days

Probation: 6 months

Pension: Up to 5% matched pension contribution after qualifying period

Other benefits: Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discounts

Notice Period: 2 months (after probation period has ended)

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