

February 2023

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.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

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-28294> 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 **12 noon, 20 March 2023. Applications received after noon on the deadline date will not be accepted.**

It is intended that initial interviews will take place in the week commencing 27 March 2023.

We may ask you to carry out a task as part of the interview process. We give as much notice as possible ahead of a task. We are happy to make reasonable

adjustments for applicants, if needed, to complete the task.

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 is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

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. Our current season includes a revival of Anthony Neilson's acclaimed *The Wonderful World of Dissocia*, our annual pantomime, *Village Idiot*, a new play from Samson Hawkins, and a UK premiere for Dave Harris' *Tambo and Bones*. Alongside this we have a visiting programme of work including productions from Sheffield Theatres, *Thick Skin* and National Youth Theatre.

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.

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.

Safeguarding and Safer Recruitment Practises

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

Applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

JOB DESCRIPTION

Job Title:	Stage Deputy
Reporting to:	Deputy Production Manager
Key Working Relationships:	Head of Production, other members of the Production Department

MAIN PURPOSE OF THE POST

The Stage Deputy assists the Deputy Production Manager in the running of the Stage department at Theatre Royal Stratford East (TRSE), the building of TRSE sets and supports the facilitation of the staging requirements for all TRSE productions, co-productions and hires.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Productions

- Working shows as flyperson/show crew/ production carpenter as required

- Under the instruction of the Deputy Production Manager, 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 agreed schedule and budget limits 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

Maintenance

- 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 Deputy Production Manager, 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.
- Ensure good housekeeping of all stage areas

Health & Safety

- Keep abreast of current developments in health and safety and ensure compliance with the requirements

of Health and Safety legislation and the theatre's policies

- Ensure that Risk Assessments are carried out and adhered to for activities taking place in the workshop and stage
- Ensure all production activity adheres to CDM and HSE regulations and does not invalidate Stratford East's codes of practice

General

- Assist the Lighting, Sound and Stage Management departments as and when required
- To maximise income and minimize expenditure wherever possible, without jeopardising the quality of the work or the reputation of TRSE
- To 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
- Occasional travel to performances outside Stratford East, or rehearsals in London or elsewhere as required.
- To always act in the interests of the Theatre.
- To undertake any other duties as appropriate to the post

PERSON SPECIFICATION

	Essential	Desirable
Experience		
Experience building scenery and interpreting construction drawings to a high standard	X	

Experience loading in/out and fitting up scenery elements	X	
Experience working backstage in a professional theatre	X	
Experience rigging, knowledge of safe techniques and use of hardware	X	
Experience operating stage machinery	X	
Experience supervising stage crew		X
Experience flying – particularly hemp flying		X
Knowledge		
Sound working knowledge of relevant Health and Safety legislation	X	
Specialist training/knowledge of engineering, prop-making etc	X	
Working knowledge of CAD. (AutoCAD 2021 or equivalent)		X
A basic knowledge of Automation		X
Knowledge of metalworking		X
Personal Attributes		
An aptitude for learning	X	
An eagerness to share knowledge and develop our base of casual crew and technicians	X	
Qualifications (if applicable)		
Health & Safety training - LOLER, Manual Handling etc		X

First Aid at Work training		X
Experience and training on an accredited rigging course		X

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: £27,000 per annum plus overtime

Hours of Work: Normal working hours will be a minimum of 39 hours per week, excluding breaks. The normal hours are worked, over five days, Monday to Saturday inclusive. 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. Holiday is pro rata for part time roles.

Probation: 6 months

**Notice
Period:** 2 months (after probation)

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

**Other
Benefits:** Season ticket loans, Cycle to Work Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

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