



JOB TITLE:	Head of Stage
Responsible to:	Managing Director
Responsible for:	Deputy Head of Stage, show and casual staff
HOURS:	40 hours a week over five days: day, evening and weekend shifts Overtime as operationally required
PAY:	SOLT/BECTU Grade 1: £21.12 per hour plus overtime where applicable

General

The Head of Stage is responsible for the stage and associated areas and the realisation of stage technical services for all performances and events within agreed schedules and budgets. They also take responsibility, working closely with the Technical and Buildings Manager, to ensure the upkeep and maintenance of the building to a high standard working alongside other departments and with external contractors as appropriate.

In so doing:

- Ensure safe working practices are adhered to at all times, including but not limited to the UKT Code of Conduct.
- Comply with Health & Safety Regulations.
- Comply with all licensing and building regulations.
- Minimise the Trust's environmental impact and promote sustainability.
- Comply with all company policies and codes of practice, including Equal Opportunities, Health & Safety policies, licensing and building regulations.

Production

- Liaise with incoming design, production, technical staff and suppliers to ensure all technical 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 company to ensure the smooth running of performances.
- Arrange for, and liaise with, additional technical support staff where necessary.
- Supervise and assist with all operations relating to the movement of scenery, lighting, sound, props and wardrobe into and out of the theatre



- Ensure all visiting company health and safety documentation is in place and being adhered to in relation to the stage department.
 - Ensure all periodic checks to production rigging and PPE are carried out in a timely fashion in liaison with the visiting company.
 - Supervise and assist with the construction and maintenance of scenery and props as required.
- Ensure safe working practices are adhered to at all times.

Building & Maintenance

- Ensure that the requirements of health and safety legislation and company policy, fire risk assessments and licensing regulations are adhered to at all times.
- Ensure the stage and associated equipment within it is maintained, including the arrangement of independent inspection and certification to regulatory standards and requirements.
- Participate in regular inspections of the building, liaising with relevant departments and management to action maintenance works as necessary.
- Manage 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 and company policies are adhered to at all times.
- Ensure all equipment is maintained to relevant standards.
- Maintain appropriate documentation and records of maintenance.

Responsible for purchasing and maintaining levels of stock for regular maintenance of building and stage department.

Management & Administration

- Interviewing, induction and training of new department staff in liaison with the Technical and Building Manager and Managing Director.
- Supervise and assist all Stage staff in the performance of their duties.
- Responsible for determining staffing rota for the department in liaison with the Technical and Building Manager and Managing Director, supplying timesheets and holiday notification to management.
- To ensure department staff and crew are fully up to date with company rules, procedures and working practices and that they are fully trained to work in the venue.



- Responsible for sourcing and purchasing materials and equipment necessary for maintenance of building installation and department.
- Ensuring that all expenditure is pre-approved by the Managing Director and all paperwork completed.

Ensuring health & safety requirements are met and maintaining adequate records and documentation.

- Carry out annual appraisals and probationary reviews of departmental staff and in so doing, identify, assess and implement staff training requirements.

Additional Duties

- Attend as duty stage cover during the day and performance hours. Cover rostered with deputy.
- Attend departmental and management meetings as required.
- Provide first aid cover.
- Support additional trust activities including but not limited to Creative New Writing programmes and Technical Skills Workshops.

Act as key holder and attend out of hours callouts as and when required.

Skills & Experience

Essential:

- Minimum of 2 years venue experience
- Proven experience in theatre stagecraft
- Knowledge of health and safety and venue licensing requirements
- Strong technical knowledge
- Working knowledge of LOLER, COSHH, PUWER and WAH regulations.
- Demonstrable ability to work as part of a team and under own initiative
- Previous line management experience
- A commitment to customer care and a welcoming personality.
- An attention to detail, with the ability to meet deadlines.
- Good communicator
- Provide a positive, hands-on attitude to the job with an ability to demonstrate creative and flexible problem solving skills
- Good IT skills

Desirable:

- Health and safety qualification/ working at height qualification
- First aid at work qualification