Criterion Theatre Trust



Currently seeking:

HEAD OF STAGE

Join the Stage Team at the Criterion Theatre Trust.

We're seeking a dynamic **Head of Stage** to lead our stage operations in a bustling West End theatre. This is a fantastic opportunity to take charge, work hands-on with productions, and play a key role in supporting our Theatre Management Team while shaping the stage experience for every show.

WELCOME TO THE CRITERION THEATRE TRUST

Thank you for your interest in joining The Criterion Theatre as Head of Stage.

Since 1874, the Criterion has stood at the heart of London's West End—an intimate, historic venue that has delighted audiences for generations. From our remarkable productions to our beautifully preserved auditorium, the experience we offer begins the moment a guest walks through our doors.

As Managing Director of The Criterion Trust, I'm incredibly proud of the warm, professional, and welcoming environment we've cultivated—both on stage and off. The Head of Stage plays a pivotal role in ensuring every production runs seamlessly, overseeing stage operations, and leading our teams to the highest artistic and technical standards.

This role is an opportunity to shape the artistic and operational success of a theatre with history, heart, and high standards. As Head of Stage, you will lead, mentor, and inspire our production teams, ensuring that every show meets our exacting standards while contributing to the growth and development of the theatre as a whole.

We are looking for an experienced theatre professional who is a decisive leader, skilled problem-solver, and passionate about nurturing talent. Your expertise will help maintain the excellence and integrity of our venue while shaping the future of our productions.

Welcome to The Criterion Theatre Trust!

Kind regards,

Fiona Callaghan

Managing Director

ABOUT THE CRITERION

Nestled in the heart of London's West End, The Criterion Theatre has been a beacon of theatrical excellence since 1874. As custodians of this iconic space, The Criterion Trust is committed to preserving its rich legacy while ensuring it continues to inspire generations to come.

An Iconic West End Stage

- Located in the heart of Piccadilly Circus
- A Grade II* listed building with a unique underground auditorium with 590 seats and two bars
- A platform for bold new voices and acclaimed international work
- Home to long-running successes, from comedies to classics
- Committed to broadening engagement with the arts—through community outreach, education initiatives, and opportunities for emerging talent to develop and perform on the Criterion stage

Whether launching a debut play or hosting renowned productions, The Criterion remains one of London's most beloved venues.

OUR VISION

To be a celebrated centre of theatrical excellence,
bringing unforgettable live performances to diverse audiences
and nurturing a vibrant, inclusive community of theatre professionals.

OUR MISSION

To preserve and celebrate the rich heritage of the Criterion Theatre, while fostering artistic innovation and providing exceptional opportunities
for talent development, audience engagement, and community connection.

OUR VALUES

Heritage | Excellence | Inclusivity | Creativity | Collaboration



WE ARE THE CRITERION THEATRE TRUST

THE TRUST

Founded in 1992, The Criterion Theatre Trust is a charitable organisation established to preserve the integrity and purpose of the historic Criterion Theatre. The Trust oversees the care, programming ethos, and long-term vision of this treasured West End venue.

Governed by a dedicated Board of Trustees, the Trust is responsible for the theatre's preservation, creative direction, and continued cultural relevance. Beyond maintaining the fabric of the building, the Trust is committed to enriching the wider arts landscape—championing community outreach, education initiatives, and providing opportunities for emerging talent to grow and perform on the Criterion stage.

All profits from theatre operations are reinvested into maintaining the building, improving sustainability, and supporting the Trust's wider engagement work, ensuring the Criterion remains a vibrant, accessible space for generations to come.

OUR ORGANISATION AND CULTURE

The Criterion Theatre Trust is a close-knit organisation with a dedicated team of around **40 employees** across all departments. We operate with a flat hierarchy that fosters open communication and collaboration at every level—from the Managing Director, through Departmental Heads and Deputy Heads, to Managers, Assistants, Trainees and our Front of House team.

This structure creates a supportive environment where ideas and feedback are encouraged, helping us maintain a positive and inclusive workplace culture that allows individuals to learn and grow. We support personal interests and offer opportunities for

funded training to help our team develop their skills.

The Criterion is a vibrant and welcoming venue, regularly hosting new show runs and welcoming a diverse range of artists and visitors. We are committed to ensuring that everyone who comes through our doors feels included, valued, and part of our creative community. Sustainability is also a key priority for us, and we continually strive to reduce our environmental impact through responsible practices across all areas of our work.

We are also committed to fair and professional employment practices, adhering to the **SOLT/BECTU Agreement**, ensuring clear and equitable working standards for all. Our passionate team is united by a genuine appreciation for theatre and a shared desire to create memorable experiences for both artists and audiences.

Terms and Conditions

POST
Head of Stage

REPORTING INTO
Technical and Buildings Manager

CONTRACT TYPE
Permanent contract

START DATE
As soon as possible

HOURS
40 hours a week over five days: day, evening and weekend shifts
Overtime as operationally required

LOCATION
Criterion Theatre, Piccadilly Circus, London

SALARY
SOLT/BECTU Grade 1: £22.90 per hour plus overtime where applicable

OTHER BENEFITS

- 20 days paid annual leave (FTE) plus bank holidays
- Length of Service Bonus
- Funded training opportunities
- Employee Assistance Programme – confidential wellbeing and mental health support
- Auto-enrolment pension contributions & salary sacrifice scheme
- Free show tickets
- Season Ticket Loan

Application Process

APPLICATION
We're excited to welcome a new Head of Stage to our team!

To apply, please send:

- Your CV
- A short personal statement/cover letter (about 300 words) telling us a little about yourself, why you're interested and what you can bring to the role.

Email your application to: **recruitment@criterion-theatre.co.uk**
with the subject line: Head of Stage Application – Your Name

INTERVIEWS
There will be a two-stage interview process, with first-round interviews taking place in the **first week of December 2026.**

START DATE
As soon as possible.

If you have any questions or need this information in another format, please contact Aileen Zainiuddin via email **aileen@criterion-theatre.co.uk** or phone 020 7839 8811— we're happy to help.

We are proud to be an equal opportunities employer and committed to creating a welcoming, inclusive environment where everyone is treated with respect and fairness. We warmly encourage applications from people of all backgrounds and experiences.

JOB DESCRIPTION

ABOUT THE ROLE

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 DOING SO, YOU WILL:

- 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.

JOB DESCRIPTION

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.
- Provide Duty Stage Cover for outhires and other Trust activity
- 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.

This position is subject to a Disclosure and Barring Service (DBS) check in line with our safeguarding policies.

You have

- Minimum of 2 years venue experience at a deputy level or above
- Proven experience in theatre stagecraft and rigging
- 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 communication skills
- Provide a positive, hands-on attitude to the job with an ability to demonstrate creative and flexible problem-solving skills
- Good IT skills



PERSON SPECIFICATION

Competency	Essential	Desirable
Knowledge & Experience	• Minimum 2 years' venue experience as a deputy or higher • Proven theatre stagecraft • Strong technical knowledge • Knowledge of health & safety, licensing, and venue regulations (LOLER, COSHH, PUWER, WAH) • Experience in production operations	• Operations knowledge of a West End theatre • Carpentry Skills
Communication Skills	• Good communication skills • Ability to work collaboratively with staff, visiting companies, contractors, and management • Confidence dealing with public, theatre professionals, producers, and suppliers	
Qualifications	• Health & safety qualification • Working at height qualification	• First Aid at Work qualification
Planning & Organisation	• Conduct appraisals and identify training needs • Schedule rotas and manage departmental budgets • Ordering and stock management	
Technical	• Hands-on approach to technical problem-solving • Supervise movement, construction, and maintenance of scenery, props, lighting, sound and wardrobe • Maintain stage equipment and oversee inspections	
Teamwork & Motivation	• Previous line management experience and ability to supervise and develop staff	
Values & Attitude	• Positive, hands-on attitude & team player • Flexible and creative problem-solving • Attention to detail and commitment to customer care	

OTHER INFORMATION

Our Commitment to Equality, Diversity & Inclusion (EDI)

The Criterion Theatre Trust is an equal opportunities employer. We are committed to fostering a culture where equality, diversity and inclusion are not only respected but actively celebrated. We believe that a wide range of lived experiences, voices and perspectives enriches our organisation and the work we do.

We particularly encourage applications from individuals who are underrepresented in the arts and cultural sector, including but not limited to: people from Global Majority backgrounds, people with disabilities, LGBTQIA+ communities, and those from underrepresented socio-economic backgrounds.

Recruitment and Selection

All recruitment and selection processes at the Criterion Theatre Trust are conducted in a fair, transparent, and inclusive manner. Our aim is to select the best candidate for the role based on merit, skills and potential, while ensuring no applicant is treated less favourably due to protected characteristics such as age, disability, gender identity, sexual orientation, race, religion or belief. Applications are anonymised wherever possible during the shortlisting stage, and we make reasonable adjustments to support applicants with access needs through every stage of the recruitment process.

London Living Wage Employer

We are proud to be a London Living Wage employer, committed to ensuring all our employees receive a fair and sustainable wage that reflects the true cost of living in London.

Right to Work in the UK

All applicants must have the legal right to work in the UK. You will be required to provide documentation confirming your eligibility before any offer of employment can be finalised. Unfortunately, we are unable to sponsor visa applications for this role.

Disclosure and Barring Service (DBS)

For certain roles, particularly those involving regular contact with children, young people or vulnerable adults, we are required to carry out a Disclosure and Barring Service (DBS) check. Where this is a requirement of the role, it will be clearly stated in the job description or person specification. Any offer of employment for such roles will be subject to a satisfactory DBS check.

Find Out More

To learn more about the Criterion Theatre, our values, our current productions, and the history of our venue, please visit our website:

https://www.criterion-theatre.co.uk/



Thank you for your interest

Becoming part of The Criterion Trust means joining a legacy. It means shaping the stage where stories come alive – stories that uplift, challenge, and connect. If this excites you, we'd love to hear from you.