



JOB TITLE: Deputy Head of Stage

Responsible to: Head of Stage & Managing Director
Responsible for: Show and casual staff

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

PAY: SOLT/BECTU grade 2: £15.30 per hour

General

The Stage Department is responsible for the realisation of stage technical services for all performances and events within agreed schedules and budgets. They also take responsibility for the upkeep and maintenance of the building in liaison with the Electrical Department, Technical and Building Manager and external contractors.

In so doing:

- Assist and deputise, as necessary, for the Head of Stage and, in particular, be able to perform all duties as and where required in their absence.
- Ensure safe working practices are adhered to at all times.
- Comply with Health & Safety Regulations.
- Comply with all company policies and codes of practice, including Equal Opportunities, Health & Safety policies, licensing and building regulations.
- Perform duties of duty stage during the day and performances.
- Qualified first aider.

Production

- Liaise with incoming design, production, technical staff and suppliers as appropriate to ensure all technical requirements are met for all productions and individual events.
- In the Head of Stage's absence, 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.



- Assist with all operations relating to the movement of scenery, lighting, sound, props and wardrobe into and out of the theatre.
- Assist with the construction and maintenance of scenery and props as required.

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.
- Assist Head of Stage and Technical and Building Manager with 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.
- Assist Head of Stage in purchasing and maintaining levels of stock for the department.

Additional Duties

- Support and assist the Head of Stage in identifying, assessing and implementing staff training requirements.
- Cover additional related duties as and when operationally required including covering for the Head of Stage in their absence.
- Act as key holder as and when required.



Skills & Experience

Essential:

- Computer literate, including competency in Word, Excel and Outlook.
- Proven experience in theatre stage department with strong practical skills and technical knowledge.
- Knowledge of health and safety and venue licensing requirements
- Demonstrable ability to work as part of a team and under own initiative.
- Good written and oral communication skills, time management skills and ability to meet deadlines.
- Provide a positive, proactive, hands-on attitude to the job with an ability to demonstrate creative and flexible problem-solving skills

Desirable:

- Health and safety qualification/ working at height qualification
- Experience in producing method statements and risk assessments.
- First aid at work qualification