

Stage Door Application Pack

CONTRACT TYPE: PERMANENT - 24 HOURS OVER 3 AND 4 DAYS
(SUBJECT TO ROTA NEEDS)

RATE OF PAY: £14.01p/h

Sunday is paid with single time on top. (rates as at August 24,
subject to current SOLT/BECTU pay negotiation)

CLOSING DATE: Monday 9th September 2024

APPLICATIONS SUBMITTED TO: rob@criterion-theatre.co.uk

INTERVIEW DATES: WC16.09.24

DESCRIPTION

Criterion Theatre is currently recruiting for the role of Stage Door to join us from September 2024.

We are looking for a proactive and engaging individual with excellent communication skills, the ability to multi task and deal with emergency situations who has good attention to detail ensuring records such as signing in sheet are always clear and accurate.

The candidate will be able to demonstrate experience of maintaining and building relationships with all staff within the as well as interacting and liaising with a range of contractors and suppliers that visit the venue regularly.

We are a team that works collaboratively, and want someone who will be able to work alongside us ensuring a smooth running of the Theatre.

Experience of fire evacuation procedures and managing building fire panels would be an advantage, as the role has a lot of responsibilities within this area.

This is a run of show contract made up of 24 hours, over 3 and 4 days a week – depending on rota needs. The rota scheduling is dependent on the production requirements which means rota scheduling will adapt to each production. The role will require a variation of morning, afternoon and evening shifts and this also includes weekend shifts. You must be able to work a pattern of rolling weekend working, where you would work 2 of every 3 weekends, which would be a mixture of daytime and evening shifts. You may be offered additional casual shifts should they become available.

Please note that the Criterion Theatre Trust is an Equal Opportunities employer and treats all applicants for employment fairly, actively promoting equality of opportunity and welcomes applications from a wide range of candidates.

Please contact Rob at rob@criterion-theatre.co.uk should you require any additional support during the recruitment process.



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RESPONSIBILITIES

Reporting to: Theatre Manager (TM), Deputy Theatre Manager (DTM)

- Assisting with securing of building.
- Greet visitors in a helpful, courteous and professional manner and take phone calls.
- Transferring of calls to relevant departments and taking messages if required.
- Reception cover for the theatre.
- Monitor CCTV.
- To maintain up-to-date staff register.
- To monitor the fire panel and assist with fire evacuation.
- To assist with access patrons when required.
- To oversee deliveries and post for all departments.
- To keep the Stage Door area clean and tidy at all times.
- To log all lost property.
- Report any incidents of note to TM/DTM.
- To be the point of contact with the emergency services during first aid incidents as required.
- To familiarise yourself with all emails passed on from management.
- Monitor Stage door emails.
- Ensure any relevant information is passed onto fellow Stage Door keepers for smooth running of each day.
- Any other relevant duties as instructed by TM/DM in response to operational requirements.
- Take part in any training provided or arranged by the TM/DTM. Including Security awareness and counter terrorism.
- Being flexible as we are constantly reviewing security measures.
- As the role evolves you may be required to carry out duties as requested by the TM/DTM.

HOW TO APPLY

If you think this role is of interest to you, we would love to hear from you.

Please apply in writing detailing your suitability for the role, what you feel you can bring to the role and what you hope to learn from the role.

Additionally, please provide an updated professional CV with previous employment and with the details of **x 2 references** we can contact.

Applications should be sent to rob@criterion-theatre.co.uk by 11am, Monday 9th September.

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