

## Head of Stage

### Job Summary

**Responsible to:** Head of Production

**Responsible for:** Production scenic elements and stage systems and equipment.

**Hours:** **Average 44 hours per week** / as necessary to fulfil the duties of the post.

Get Out payment will be paid where appropriate on non Kingston Theatre Trust productions.

**Salary:** £30,786 per annum

**Holiday:** 25 days per annum plus Bank Holidays.

**Notice period:** One month during a probationary period of nine weeks. Two months thereafter.

**Key objectives:** The Head of Stage will be expected to use their skill and experience to carry out work to the highest standards and to understand the technical aims of a production. They should behave in a professional and considerate manner in all dealings with colleagues and visiting companies. They will be scheduled to carry out any task within their capability and skill and work in any area required.

The primary objective of the Head of Stage is to work closely with the Head of Production, Production Manager and Designer to ensure that all the stage and scenic requirements are met, subject to budgetary limits. As such, they will be expected to direct and supervise the work carried out by the full time and casual Technicians.

# **Head of Stage**

## **Job Description**

The Head of Stage's primary role is to ensure the provision of high quality stage scenic services both to Kingston Theatre Trust and visiting companies during the preparation for and running of rehearsals and performances at the Rose Theatre Kingston or at any other venue where the Company may work.

They will work with and provide support to the Head of Production, Production Manager and Designer ensuring the stage and scenic equipment and systems are kept in excellent working order.

The Head of Stage will maintain all stage and workshop equipment, ensuring these can be operated in a safe manner. They will also act as required as a responsible person with regards Health & Safety, and ensure that all work tasks can be carried out in line with the venue's Health & Safety policy.

The Head of Stage will adopt a 'hands on' approach to the job combining a high quality technical 'know-how' with a professional attitude and appreciation of the creative design.

### **Key Tasks & Responsibilities:**

- Consult with the Head of Production and Production Manager, in order to prepare all equipment required for specific productions – ensuring the required amount is available and in complete working order.
- Consult with the Head of Production and Production Manager, to determine safe and cost effective techniques in realising scenic design requirements.
- Prepare production and departmental risk assessments with the Head of Production and Production Manager.
- Work closely with Head of Production, Production Manager and keep them informed of all changes to plans in order that all paperwork can be kept up to date and assist in the maintaining of accurate records of the production.
- Prepare specialist equipment for a particular production in consultation with Head of Production and the Production Manager.
- Be responsible for generating accurate and clear ground plans and paperwork.
- Work with the Head of Lighting & Sound to ensure that all Productions, Events and Hires are resourced and staffed.
- Manage the Stage running budget allocated by the Head of Production.

- Organise and carry out the maintenance of KTT's technical equipment.
- Organise the full time and casual Technicians to ensure the smooth running of the department.
- Pass on knowledge to less experienced team members and instruct where necessary. Keep Head of Production aware of any possible training needs that may become evident.
- Oversee the installation of any temporary rigging installations required by KTT or visiting companies.
- Ensure all financial policies and budgetary constraints are observed.
- Ensure work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; making sure team members are aware of the requirements and informing the Head of Production if further instruction is required.
- Generate departmental Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported.
- Attend relevant production/technical meetings and notes sessions.
- Help ensure effective communication across the department in order to maintain high standards of work.
- Carry out any other duties relevant to the post.

### **Health & Safety**

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition the Head of Stage must:

- Understand their responsibilities and co-operate and assist with their manager on all aspects of health and safety, including risk assessments, method statements and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to at all times including the issue and wearing of personal protective equipment. (PPE)
- Inform their manager of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly.
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.
- Take immediate action following any incident/accident, report and carry out remedial action as is required.

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## **Person Specification**

The Head of Stage will need to be self-motivated and possess the following skills, experience, abilities and knowledge:

### **Technical**

- Comprehensive experience of installing and maintaining production sets.
- Detailed knowledge of Health and Safety procedures.
- Experience and knowledge of safe rigging practices.
- Ability to manage the turnaround of sets and facilitate hires.
- Excellent maintenance experience.
- The ability to accurately read and understand ground plans and sections.
- Comprehensive experience of using motorised winch systems.
- Comprehensive experience in managing “get ins” and “get outs”.
- Excellent set building, carpentry and rigging skills.
- Excellent IT skills including knowledge of CAD applications.
- Trained at work and rescue at height.

### **Managerial**

- Proven experience of managing a technical team.
- Experience of generating and implementing Risk Assessments and Method Statements.
- The ability to supervise, monitor and train staff where necessary

### **Personal**

- Excellent communication skills.
- The ability to work unsupervised.
- Motivation to maintain a positive work environment.
- The ability to problem solve quickly and work to tight deadlines.
- The ability to work unsocial hours
- Fit and able to perform the duties of the role

## **Additional Information**

### **Confidentiality**

All information concerning staff, productions and other Kingston Theatre Trust business, the disclosure of which could be detrimental to the company, must be held in strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act of 1990.

### **Health and Safety**

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974.

### **Equal Opportunities**

The post holder will be required to abide by KTT's policies on equal opportunities.

### **Code of Conduct**

The post holder will be required to act in accordance with KTT's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.

### **Data Protection**

Computer information should only be accessed if this has been authorized and is necessary as part of the post holders work. Unauthorized access to computer data or helping others to access such data will result in action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to GDPR regulations.

*Please note this job description does not form part of your contract of employment.*