August 2019

Dear Applicant,

Thank you for your interest in the post of **Deputy Head of Stage.**

Please find enclosed:

1. Job Description and Person Specification
2. About Theatre Royal Stratford East
3. Application Form

Completed applications are to be returned by **10am on 2September 2019**

Interviews will be held on: **6 September 2019**

To apply for this position, please return your completed application form and monitoring form to [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com)

You may find it helpful to look at the Stratford East website [www.stratfordeast.com](http://www.stratfordeast.com) for general information on the theatre’s policies, current programme and past history.

I hope that you will be interested in applying for the post

With best wishes,

Eleanor Lang

Executive Director

**Due to high volumes of applications, we are unable to contact you if you have not been shortlisted.**

**Job Description**

**Job Title:** Deputy Head of Stage

**Reporting to:** Head of Stage

**Responsible for:** Casual technical staff

**Main purpose of the post**

To assist the Head of Stage in the running of the stage department at Theatre Royal Stratford East (TRSE) and to support the Head of Stage and Head of Production in facilitating the staging requirements for all TRSE productions, co-productions and hires, however you may sometimes to be required to work in other locations.

**Principal duties and responsibilities**

* Working shows as flyperson/show crew as required.
* Under the instruction of the Head of Stage, building and supervising the building of set elements/props whenever possible.
* Supervision of casual stage staff.
* Ensure the safe and efficient fitting-up and getting-out of TRSE productions within the schedule and budget limits agreed with the Head of Production and/or visiting Production Manager of the show: with particular regard to rigging, stage machinery, winches etc.
* Ensure the safe and efficient hanging and flying of scenic pieces, cloths etc.
* Undertake pre-show preparation / assembly of scenic pieces.
* Ensure the maintenance and tidiness of the backstage area, fly floor, grid and workshop / dock areas to the satisfaction of the Head of Stage and Head of Production.
* Maintain in good repair all scenic drapes, Production department tools and other stock items, advising on damage etc when appropriate.
* Attend production meetings, progress meetings, read throughs and rehearsals as required.
* Liaison with other departments regarding the planning of TRSE Productions.
* Assist the Lighting, Sound and Stage Management departments as and when required.
* Ensure good housekeeping
* Be aware of Health and Safety guidelines and Codes of Practice.
* Be a proactive member of the production team.
* Work with the maintenance department to carry out any general building repairs as requested by the Head of Production.
* Any other duties as reasonable and commensurate with the role

**Person Specification**

**Essential**

* Experience loading in/out and fitting up scenery elements.
* Experience Working Backstage in professional Theatre
* Experience rigging and knowledge of safe techniques and use of hardware.
* Experience supervising crew.
* Sound working knowledge of Health and Safety legislation as pertains to this area.
* Experience building scenery to a high standard.
* An aptitude for learning.
* An eagerness to share knowledge and develop our base of casual crew and technicians.
* Experience operating stage machinery.

**Desirable**

* Experience flying – particularly hemp flying.
* Specialist training/knowledge (engineering, prop-making etc).
* Health & Safey training (Loler, Manual Handling etc).
* First Aid at Work training.
* Use of CAD.
* Experience and training on an accredited rigging course.

**Contract type:** Full time and permanent

**Salary:**  £22,000 + overtime pro rata

**Hours of Work**: 43 hours per week + overtime as agreed

**Holidays:** 22 days per annum plus bank holidays pro rata. This will

increase by 1 day for each full holiday year of service completed

to a maximum total of 25 days pro rata.

**Probation:** 6 months

**About Theatre Royal Stratford East**

Since 1884, Theatre Royal Stratford East, the historic producing house in the heart of London’s East End has spearheaded diverse work, and championed often marginalised stories on its stage.

From 1953 – 1979 the theatre was the home of Joan Littlewood’s legendary Theatre Workshop Company. The Company received international recognition with their acclaimed productions such as Oh, What a Lovely War! and A Taste of Honey.

Many leading actors, writers and directors have been part of the Theatre Royal Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo to name but a few.

Under Nadia Fall’s Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work.

Situated in the heart of the East End community, we run an engaging Learning and Participation programme and are accessible and open to all.