

## September 2023

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

This pack includes information on Theatre Royal Stratford East, the job description, person specification and details on how to apply. Please read all the information carefully before starting your application. Only relevant information will be considered when shortlisting applicants for interview. 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.

We would like all applicants to know that if they need additional support during the recruitment process we are happy to make reasonable adjustments.

Supporting statements can be submitted in written, video or audio format, please see the application form for more details.

To apply for the post, please:

- Complete an application form. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Enter your details on our online submission form: <https://hr.breathehr.com/v/head-of-stage-workshop-31467> and upload the application form.
- When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 25 September. Applications received after Midday on the deadline date will not be accepted.**

It is intended that initial interviews will take place **w/c Monday 02 October.**

We may ask you to carry out a task as part of the interview process. We give as much notice as possible

ahead of a task. We are happy to make reasonable adjustments for applicants, if needed, to complete the task.

We look forward to receiving your application and thank you for your interest in Theatre Royal Stratford East.

## **Theatre Royal Stratford East**

Stratford East is here to make truly great theatre in an atmosphere that welcomes all, with extraordinary shows that are affordable by all in the beating heart of East London.

Stratford East is a producing theatre, built in 1884, in the heart of East London, situated a short walk from Stratford station. We have a proud history and an exciting future. We represent our culturally and socially diverse community in the work we make, the people we employ and our audiences and participants. We tell stories that are current, political and representative of London.

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.

Under Nadia Fall's Artistic direction, we present a bold programme of reimagined classics, timely revivals and ground-breaking new work. Our current season includes a new production to celebrate the 30th Anniversary of Jonathan Harvey's coming-out and coming-of-age story *Beautiful Thing*, *Jack and the Beanstalk* as our annual pantomime, and a revival of the Stratford East hit musical *The Big Life*.

Alongside our work on stage, we run a Learning and Participation offer that is accessible and inclusive to all, with the aim to develop creative talent for people of every age. We run a range of programmes to create a lasting impact for our local community which aims to:

- provide routes into the industry, across all theatre departments, with a particular focus on diversifying those coming into the workplace, ensuring the theatre workplace of the future is a diverse and skilled one; and
- provide opportunities to people of all ages to develop their creative talents and engage with the work of the theatre, ensuring that there is a creative outlet to the widest possible constituency.

## **Governance and Finances**

Theatre Royal Stratford East is a registered charity (Charity Name: Pioneer Theatres Ltd) and a company limited by guarantee. Stratford East Trading Limited is a

subsidiary of the charity and operates the bar and catering provision. We are overseen by a non-executive Board of Directors chaired by Dame Margaret Hodge MP. The Board delegate day-to-day management of the theatre to its Executive Team: Nadia Fall (Artistic Director and CEO) and Eleanor Lang (Executive Director).

We have an annual turnover of approximately £3.5m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Newham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

## **Safeguarding and Safer Recruitment Practises**

Stratford East is committed to safeguarding and embeds safeguarding in all of its working practices.

As part of our recruitment process, we ask applicants to agree to undertake a DBS check and complete a self-disclosure form, if applicable to the role.

If required, applicants will need to complete a self-disclosure form if invited to an interview. The completed form should be brought to the interview in a sealed envelope, marked 'confidential'. The envelope will only be opened, and the contents reviewed, as part of our referencing process, if the candidate is successful. All unopened disclosure forms will be shredded.

References are only sought for successful candidates, when referees are approached, we will ask them to assess the candidate's suitability for the role if it involves working with children, young people, and vulnerable adults.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Head of Stage & Workshop
<b>Reporting to:</b>	Head of Production
<b>Responsible for:</b>	Technician and casual technical staff
<b>Key Working Relationships:</b>	Production Team, Artistic Team, Creative Teams, Stage Management

## **MAIN PURPOSE OF THE POST**

The Head of Stage & Workshop is a key member of the technical department and is responsible for the safe and efficient running and management of the Stage department for Stratford East's productions, visiting companies and hires to the highest possible standards.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Production Responsibilities**

- Liaison with production managers on produced and incoming shows to ensure the vision of the show is realised.
- Take responsibility for the safe and efficient loading in/out, rigging, construction, flying of scenic elements and equipment for TRSE productions, co-productions and hires within schedule and budget limits set by the Head of Production, Producer and/or Production Manager
- Working shows as fly person, stage crew, production carpenter as required
- Undertake pre-show preparation – research, costing, technical drawings, hanging plots, and ordering of materials/consumables as required
- Attend production meetings, read-throughs and rehearsals as required.
- Liaison with other departments regarding the planning of TRSE productions, co-productions and hires.
- Recruitment and training of new stage staff, carpenters, scenic artists and casual workers.

## **Departmental Responsibilities**

- Ensure the maintenance and tidiness of stage department areas of work – including fly floors, grid, rigging stores, workshop, auditorium etc to the satisfaction of the Head of Production, reporting any faults immediately.
- Maintain in good repair all stage equipment, stock drapery, rigging hardware, workshop equipment and

any other stock items in the Stage department  
advising on damaged equipment /reduced stock when  
appropriate.

- Take responsibility for all maintenance and inspection of hardware and equipment under regulations regarding LOLER and PUWER.
- Assist other members of the Production Department as and when required.
- Awareness of and adherence to Health and Safety guidelines and Codes of Practice.
- Ensure that Risk Assessments are carried out and adhered to for activities taking place in the workshop and stage
- To keep up to date with current stage technology, and to remain current with industry best practise.
- Be a proactive member of the Production team.
- Any other duties commensurate with the post.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and Knowledge</b>		
Experience of building scenery to a high standard in woodwork and metal work	X	
Experience of managing loading in/out and fitting up scenic elements	X	



Experience of operating stage machinery (revolves, winches trap mechanisms)	X	
Experience of stage rigging (hoists, steel wire ropes, counterweights, automation and relevant hardware)	X	
Experience of flying – ideally hemp flying	X	
Sound working knowledge of Health & Safety legislation pertaining to this area	X	
Specialist training/knowledge (engineering, prop-making etc)		X
<b>Skills</b>		
Ability to read ground plans and make construction drawings	X	
Computer literacy (CAD/ Vectorworks, Microsoft Office)	X	
Ability to manage projects to set budgets		X
<b>Personal Attributes</b>		
Proven decision maker with the ability to lead a team	X	
An aptitude for learning	X	
An eagerness to share knowledge and develop our base of casual crew and technicians	X	
Creative thinker with an aptitude for problem solving	X	
<b>Qualifications (if applicable)</b>		

Health & Safety training (LOLER, Manual Handling PEWER etc)		X
First Aid at Work training		X
CAD training		X
Driving licence		X
Specialist certification (Rigging, Pyrotechnics etc)		X

## INFORMATION

TRSE is committed to a policy of equal opportunities embracing diversity in all areas of activity and positively welcomes applications from disabled people and people of all ethnicities.

**Contract type:** Permanent, Full Time

**Salary:** £34,000 plus overtime

**Hours of Work:** Normal working hours will be a minimum of 39 hours per week, excluding breaks. The normal hours are worked, over five days, Monday to Saturday inclusive. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

**Holidays:** 30 days per annum including bank holidays. This will increase by 1 day for each full holiday year of service completed to a maximum total of 33 days. Holiday is pro rata for part time roles.

**Probation:** 6 months

**Notice** 2 months (after probation)

**Period:**

**Pension:** Up to 5% matched pension contribution after qualifying period

**Other** Season ticket loans, Cycle to Work  
**Benefits:** Scheme, complimentary theatre tickets, staff catering discount, Employee Assistance Programme (support and advice via phone and online for on various matters including legal, debt, counselling etc.)

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