

## February 2025

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

This pack includes information on 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.
- Enter your details on our online submission form: [Vacancy](#) 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.
- Complete the equal opportunities monitoring form via this link: [Applicant Monitoring Form](#) (optional)
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Midday on Monday 10 March. Applications received after on the deadline date will not be accepted.**

It is intended that initial interviews will take place on **w/c 17 March 2025.**

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 Stratford East.

**Stratford East 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.**

## **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.

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**

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.

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**

**Job Title:** Deputy Head of Stage

**Reporting to:** Head of Stage

**Responsible for:** Casual technical staff

### **MAIN PURPOSE OF THE ROLE**

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, one off events and hires. They will also deputise for the Head of Stage as needed.

### **Production Responsibilities**

- Construct set and props for productions onsite in TRSE workshop to a high standard and within budget.
- Working shows as flyperson/show crew as required.
- Running fit-ups and gets-out.
- Ensure the safe and accurate hanging of flying scenic pieces, cloths.
- Attend production meetings, progress meetings, and rehearsals as required.
- Liaise with the production manager and stage management on all stage and carpentry related

matters to ensure all problems are dealt with quickly and efficiently.

- 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.

## **Departmental Responsibilities**

- Recruiting and supervise casual stage staff and promoting good working practise.
- Maintain all scenic drapes, hard masking, department tools to a high standard.
- Liaison with other departments regarding the planning of TRSE Productions.
- Assist the Lighting, Sound and Stage Management and maintenance departments as and when required.
- Ensure good housekeeping in all backstage areas, especially the workshop.
- Be familiar with current Health & Safety regulations relevant to the industry and to keep abreast of changes to such regulations and attend Health and Safety meetings when required.
- Be a proactive member of the production team.
- Support the wider team to deliver our Young Technician's programme and other activities led by our Learning and Participation team.
- 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 flying – hemp, counterweight assists and automation.
- Experience supervising and instructing crew.
- Sound working knowledge of Health and Safety and CDM legislation.
- Experience fabricating scenery to a high standard.
- An eagerness to share knowledge, work collaboratively and develop our base of casual crew and technicians.
- Organised and methodical.
- Experience operating stage machinery.

### **Desirable**

- Experience in welding.
- Working in a producing theatre.
- Specialist training/knowledge (engineering, prop-making etc).
- Health & Safety training (Loler, Manual Handling, First Aid etc).
- Use of autoCAD.
- Experience and training on an accredited rigging course.

## **INFORMATION**

**Stratford East 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:** Full time 1 year fixed term from 1 May 2025 – 30 April 2026

**Salary:** £30,900 per annum

**Hours of Work:** A normal working week consists of 39 hours, Monday to Saturday. 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:** 22 days per annum plus bank holidays

**Probation:** 3 months

**Notice Period:** 2 months

**Pension:** Up to 5% matched pension contribution after qualifying period (after probation period has ended)

**Other Benefits:** Season ticket loans, Cycle to Work 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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