

Deputy Head of Stage Recruitment Pack



DECEMBER 2025

WELCOME

We are looking for a brilliant Deputy Head of Stage to join our Production Department as we embark on an ambitious new season in 2026.

You will join Stratford East at an exciting time following the recent appointment of our new Artistic Director, Lisa Spirling and Executive Director, Hanna Streeter. Their shared vision will build on Stratford East's strong foundations, guiding the theatre into its next era with renewed energy, ambition, and purpose.

The successful candidate will bring enthusiasm, a passion for theatre staging, and strong communication skills.

Stratford sits in the heart of East London, in the dynamic London Borough of Newham. Our community is vital, and Arts Council England has identified Newham as one of only four London boroughs that they classify as Priority Places. The regeneration in the Olympic Park, alongside huge investment and development across the borough, makes Newham a place with a growing population and offers new and stimulating opportunities which we can grasp as the much-loved theatre in the borough.

“Good theatre draws the energies out of the place where it is and gives it back” - Joan Littlewood

The Wonderful World of Dissocia Photo: Marc Brenner



ABOUT STRATFORD EAST

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

Stratford East is a producing theatre, built in 1884, in the London Borough of Newham, situated a short walk from Stratford station. We have a proud history and face an exciting and challenging future. Our culturally and socially diverse community are represented in the work we make, the people we employ, the audiences we attract and the participants in our learning programmes. We tell stories that are current, political and representative of the people in our part 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 of shows like *Oh, What a Lovely War!* and *A Taste of Honey*. Recent shows programmed in our 140th anniversary season that have received 4 and 5 star reviews include *The Harder They Come*, *Mama Goose*, *Animal Farm*, *The Women of Llanrumney* and *Lovestuck: A New Comedy Musical*. Many leading actors, writers and directors have been part of the Stratford East family including Meera Syal, Barbara Windsor, Don Warrington, Sheila Hancock, Indhu Rubasingham, Tanika Gupta, Roy Williams and Cynthia Erivo.

Stratford East has a 455 seat auditorium, a vibrant bar, and a rehearsal space. In 2024-25 we welcomed over 67, 275 audience members over 217 performances.

OUR VISION:

We believe that brilliant quality theatre should be available to everyone

OUR MISSION:

We make theatre both for, and inspired by, our community in Newham, East London. We continue the political and revolutionary ethos of our founder Joan Littlewood as a leading London theatre and civic hub for East London. We are driven by our art, which is inclusive and bold. We tell stories that provoke discourse about the world we live in and our place within it.

OUR VALUES:

- Revolutionary – we are confident in leading change
- Inclusive – our doors are open to all
- Bold – we are willing to take risks
- Excellent – we strive to make everything of outstanding quality
- Relevant – the work we do is relevant to the place we are in, and the times in which we live
- Eclectic – we are informed by a wide range of thoughts, styles, tastes

Our full programme of work – past and future - can be found on our website. Our produced and co-produced work from the past few years include:

2025

Mama Goose
The Harder They Come
Lovestuck
Tambo & Bones
The Women of Llanrumney
Animal Farm

2023

Jack and the Beanstalk
Beautiful Thing
Tambo & Bones
Village Idiot

2021

Red Riding Hood
Shining City
Extinct
The Sun, The Moon and the Stars
Press Play Here (online only)

2024

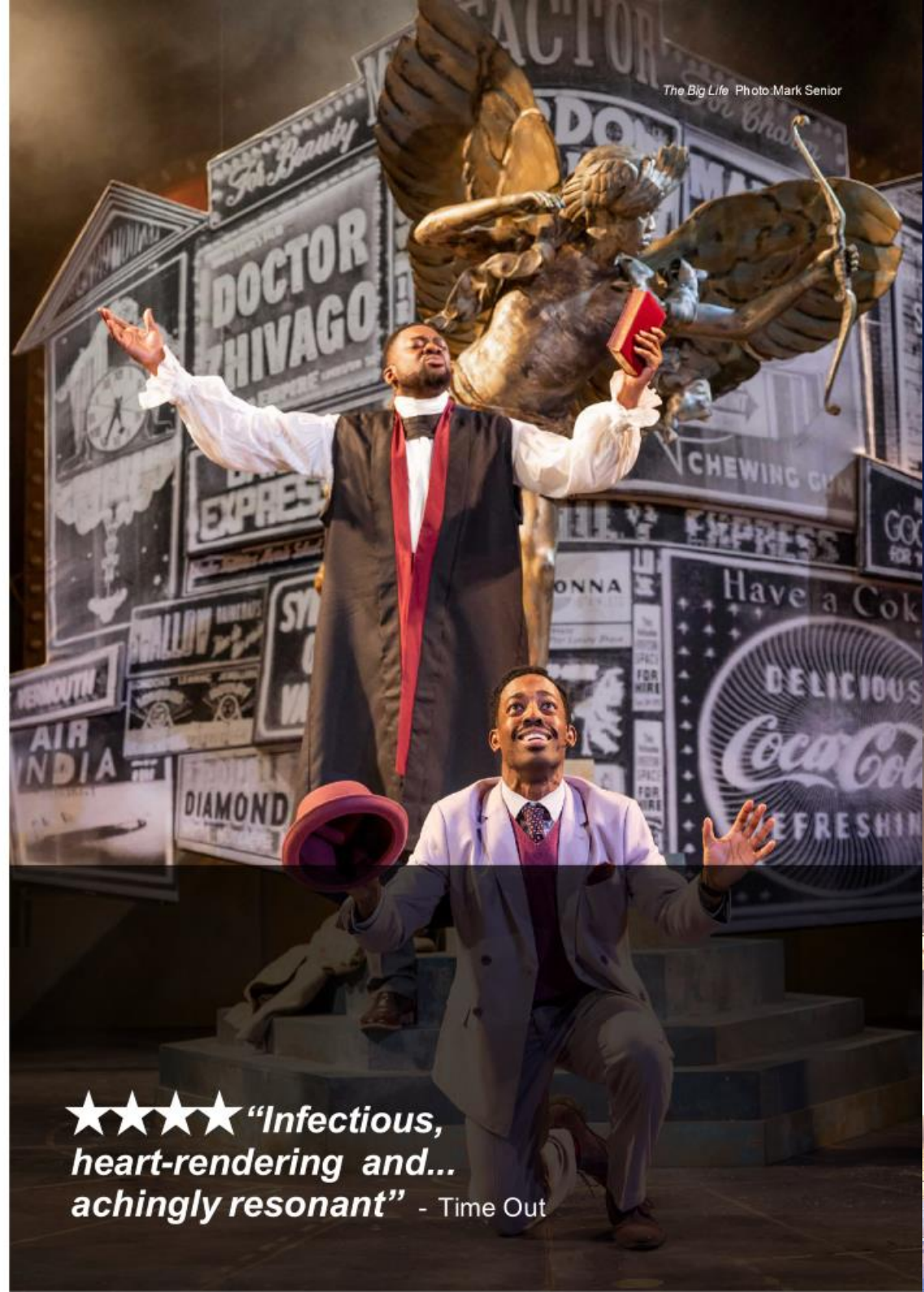
Pinocchio
Abigail's Party
Now, I See
The Big Life

2022

Cinderella
The Wonderful World of Dissocia
Burn It Down
After the End

2020

No Masks (film)
846 Live
846 (online only)



The Big Life Photo: Mark Senior

★★★★★ "Infectious,
heart-rendering and...
achingly resonant" - Time Out

LEARNING & PARTICIPATION

Alongside our work on stage, we run a Learning & Participation programme that is accessible and inclusive to all. Our range of programmes creates a lasting impact for our local community and 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
- 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 open to the widest possible constituency

Key projects include:

Junior Youth Theatre (11-15 year olds) and Youth Theatre (16-21 year olds): A year-round programme for young people to develop their acting and creativity.

Young Company: A 10-month programme for 18-25 years who are interested in developing their acting skills. Working with a range of industry freelancers, and led by a professional director, the programme culminates in a full production on the Stratford East stage.

Young Techs: A short course to develop the technical theatre skills of 18-25 year olds. The course leads to paid work experience, and potentially paid work as a technician at Stratford East or elsewhere.

Adult Drama: A termly course for any Newham adult above 26, to develop their acting and creative skills in a friendly environment.

Schools Programme: A programme specifically for Newham Secondary Schools. This includes technical theatre insight days, as well as bespoke programmes

Community Ambassadors: A volunteer programme, supporting volunteers to work with groups in the community to introduce them to the theatre, as well as to run heritage tours of the theatre.

Community Socials: Regular light touch events to introduce local people and community groups to the theatre.

Freelance Royalty Scheme: A free membership scheme to support all theatre freelancers living or working in East London. Membership includes access to space, free tickets, workshops, networking and surgery events.

“Our children aren’t able to afford theatre trips so this was particularly important for us. I loved the diversity in the cast also. It allowed the students to see themselves.”

- Newham Primary School Teacher



Young Company in *SCREAM FIRE*. Photo: Greta Zabulyte

REPRESENTATION, JUSTICE AND BELONGING

We want Stratford East to reflect the community in which we work and the programming on our stage to speak to the people who come to our theatre. We want everyone who works with us to feel empowered and supported, and we want our theatre to feel accessible to anyone, no matter what their background. Stratford East's programme of work has always championed a diversity of stories, so that any audience member might see their story on our stage. We are committed to our anti-racism and anti-ablism work as a continuous journey of change and progression. This work is spearheaded by ClosingTheGap, our anti-racism working group, which leads on policy, training and accountability across the organisation.

For seven years Stratford East was part of the first Ramps on the Moon consortium, a group of theatres working to increase D/deaf, disabled and neurodivergent representation. We worked with five other theatres around the country, elevating the presence of D/deaf, disabled and neurodivergent people on and off stage to enrich the stories told by them and the way they are told. Whilst the official consortium has ended, we are committed to continuing this work. We now carry the momentum forward through RADAR, our disability and accessibility working group, which guides inclusive practice and ensures barrier-free experiences for artists, staff and audiences alike.

ENVIRONMENTAL SUSTAINABILITY

We need and aspire to be an environmentally sustainable organisation and are embedding our environmental work across all departments. We want to reduce our carbon footprint by ensuring that our buildings and processes are as efficient and sustainable as possible. We are in the process of updating our environmental policy in alignment with our values and with the Theatre Green Book and have a short-term and long-term set of KPIs which we are working to achieve. We are also updating our Capital Maintenance and Renewal Schedule, which has identified some key areas for renewal over the next five years and are looking at how we can do this to further our sustainability ambitions.

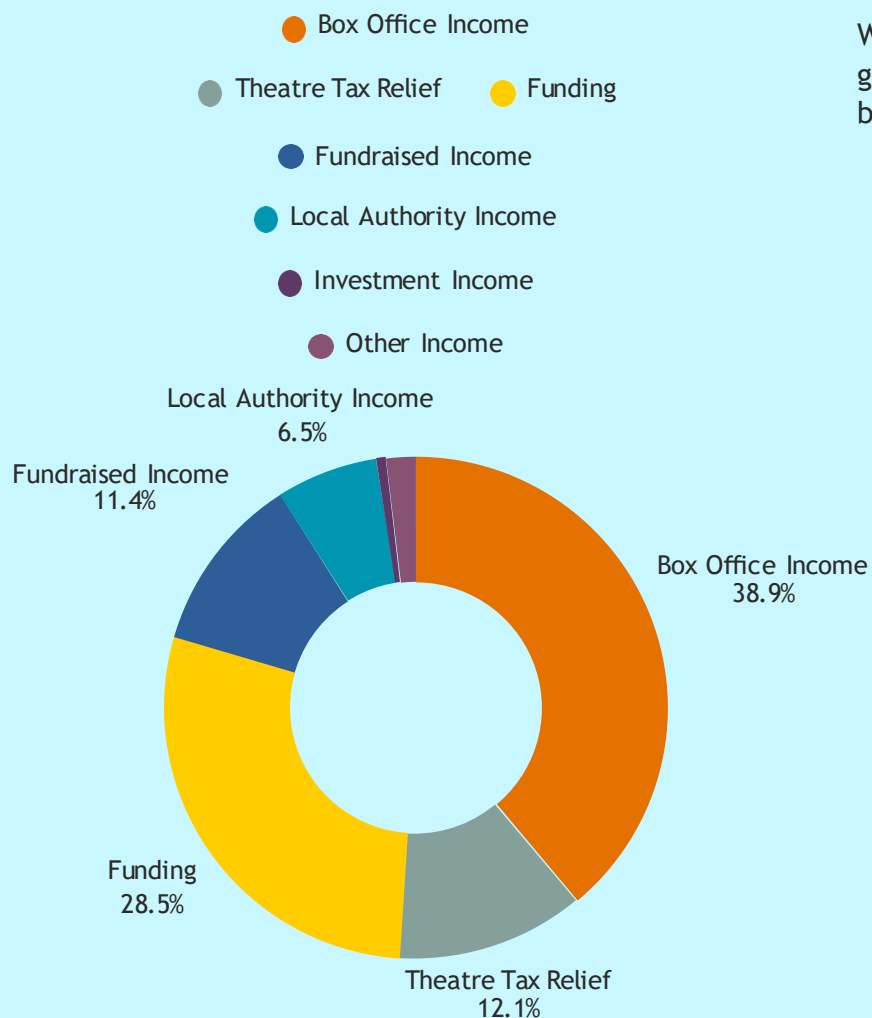
★★★★★ *"As timeless
as ever"* - Evening Standard



Beautiful Thing Photo: The Other Richard

FINANCES

Stratford East Income Year Ended 31 March 2025

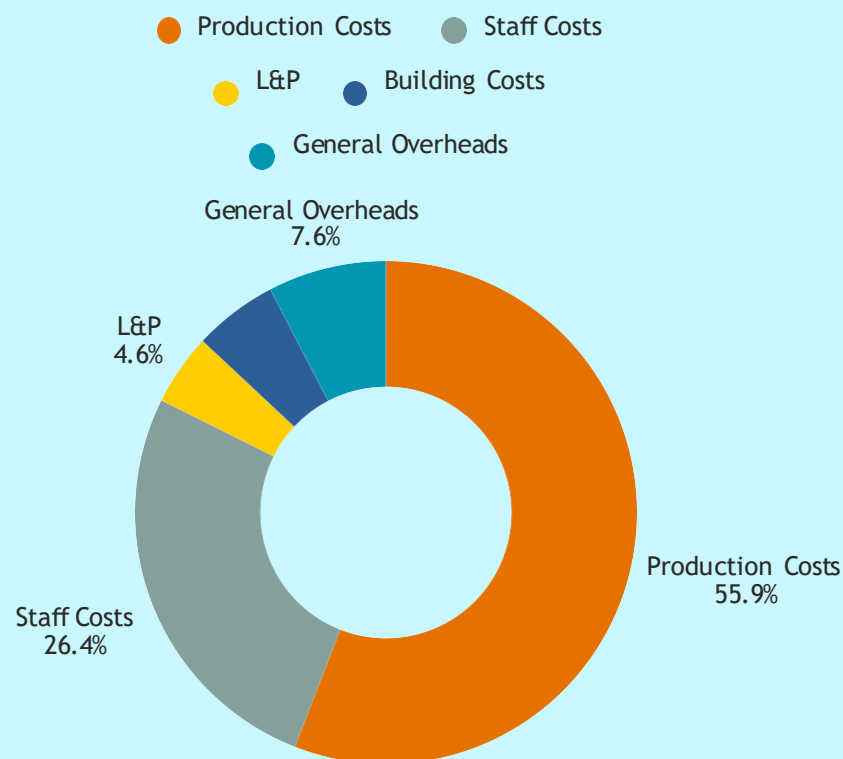


Our annual turnover is just over £4m. We successfully secured Arts Council England National Portfolio Funding for the 2023-2027 period. Additional income comes from ticket sales, fundraising, Theatre Tax Relief and other revenue sources.

At year end March 2025 our general reserves stood at £787,472, plus designated funds of £670,000 (two funds for three months' operating costs plus capital building maintenance).

We raise around £500k each year from fundraising from Trusts and Foundation grants, some major donor relationships and a small but growing membership base.

Stratford East Expenditure



GOVERNANCE

Stratford East is registered as Pioneer Theatres Limited with Companies House (Company number: 556251) and with the Charity Commission (Charity Number: 233801). The Charity is led by a highly experienced Board of Trustees. The Board includes skilled individuals from the world of arts, local government, finance and communications. We have two Young Trustees who have come through our Learning & Participation programmes.

We have a trading subsidiary, Stratford East (Trading) Limited which operates our bar. We also have a Development Board, which has no formal role in governance, but supports our fundraising, and is chaired by one of our Board Members.

Bindi Karia was announced as Chair of the Board in September 2025.

PEOPLE

Senior Management Team

Stratford East is led by the Artistic Director and Executive Director, reporting to the Board. They are supported by the Senior Management team of nine including the Learning & Participation Director, Associate Artistic Director, Finance Director, Operations Director, Director of Producing, Head of Production, Head of Marketing & Communications, Development Director and General Manager.

Staff Base

We have a 40-strong central staff base and a customer facing casual team of 60 working across front of house, bar and box office. We also engage a large number of freelancers to work on and off stage in our productions, as well as casual technicians.



FACTS AND FIGURES FOR THE 2024-25 FINANCIAL YEAR



209

FREELANCERS ENGAGED

217

PERFORMANCES

11

PRODUCTIONS

1 GREAT
THEATRE

1500

MEMBERS OF OUR
 FREELANCE
ROYALTY
SCHEME

67,275

AUDIENCE MEMBERS

10,104

YOUNG PEOPLE
ENGAGED WITH US

55,394

AVERAGE MONTHLY WEBSITE VISITORS

25 ONE OFF
NIGHTS

9 COMMUNITY
AMBASSADORS

ROLE


- Job Title:** Deputy Head of Stage
- Reporting to:** Head of Stage
- Direct reports:** Casual Technicians and Freelancers
- Working with:** Production and Stage Management team, Operations and Front of House, Creatives, Learning & Participation team, Freelancers and external stakeholders

MAIN PURPOSE OF THE POST

- To facilitate the smooth running and delivery of Stratford East productions, collaboratively and creatively supporting all aspects of the production process through technical excellence, adaptability, and teamwork.
- To support and manage logistics, financial processes and administrative systems within the Stage and Workshop department, including but not limited to; costing builds, orders and deliveries, transport, reconciliation, purchase orders, invoices and casual staffing, suggesting and delivering build solutions.
- To assist and deputise for the Head of Stage and the Head of Production in facilitating the staging requirements for all Stratford East productions, including; running fit ups, specifying equipment, staffing and feeding into time planning and budgeting of Stratford East productions, one nights and hires.
- To build sets, scenery and props required by productions to a high standard, on budget and in a timely fashion.
- To ensure safety standards and best working practices are upheld in all situations.



PRINCIPAL DUTIES AND RESPONSIBILITIES



PRODUCTION

- Construct set and props for productions onsite in SE workshop to a high standard and within budget
- Working shows as flyperson/show crew as required
- Running fit-ups and gets-out
- Manage and maintain workshop stock levels and cleanliness
- 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, Rigging store, fly floor, grid and workshop / dock areas to the satisfaction of the Head of Stage and Head of Production

DEPARTMENTAL

- 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 SE 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, containers, stage equipment stores and loading dock
- 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

PERSONAL ATTRIBUTES

- To be curious and enquiring, supportive of others, embracing of new ideas, solution orientated
- Collaborative approach, dedicated and driven towards high quality outputs
- Self motivated and resourceful
- Excellent communicator
- A passion for art and culture
- Highly organised, methodical and time sensitive

SKILLS

- Manage people and logistics
- AutoCAD or Vector Works drafting
- Proficient in Excel, Word and scheduling
- Risk Management and CDM
- Basic operation of Lighting & Sound consoles
- Fly a bar safely (hemp, counterweight and auto)
- Tie basic theatre knots (clove hitch, bowline and half hitch)
- Basic carpentry- be able to confidently use wood working tools, e.g. drill driver.
- Literacy in English and Maths
- Excellent communicator

QUALIFICATIONS

- Industry recognised Qualifications welcome, e.g. ABTT Bronze, PASMA, NIC 7909, IPAF, Work at Height, EoS, Dante, CDM.

EXPERIENCE & KNOWLEDGE

- Good working knowledge of theatre production practices and related equipment particularly in a producing theatre
- Experience of production carpentry, metalwork, welding and theatrical stage techniques and machinery either in venue or touring to a high standard
- Loading in/out and fitting up scenery elements
- Working Backstage in professional theatre
- Flying for load in and show – hemp, counterweight/ assist and automation
- Rigging in accordance with LOLER and industry standards, correct usage of equipment such as shackles, steels, tumbuckles, ropes, hanging irons etc
- Creating stage plots, truck packs, fly plots and q sheets
- Supervising and instructing crew
- Ability to write RAMS and develop safe systems of work
- Experience of a busy scenic workshop or installation company, able to manage shifting priorities and react positively to change
- Proficient in scheduling complex builds and tasks across multiple departments
- Managing teams and budgets to deliver shows effectively
- To be familiar with and understand the fundamentals of IET Wiring Regulations (BS 7671 18th Edition) and ISITEE (formally PAT)
- Up to date knowledge of current health and safety best practice and legislation including all relevant theatre standards, eg LOLER, PUWER, CDM
- Awareness of Theatre Green Book and reasonable use of materials
- Awareness of theatre engineering in accordance with BS EN 17206-2

INFORMATION

Contract type: Full Time, Permanent

Salary: £31,000 per annum

Hours of Work: 39 hours per week. 1x paid overtime until 44hrs, 1.5x overtime paid thereafter. Sundays paid at double time.
Monday to Saturday with regular evening, weekend and overnight work will be required.

Holidays: 30 days per annum including bank holidays. This will increase by one day for each full holiday year of service completed to a maximum total of 33 days.

Probation: 6 months

Notice Period: 2 months

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

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.)

HOW TO APPLY

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.

To apply, please send a CV (of no more than 2 pages) and a covering letter (of no more than 2 pages) setting out why you want to work with us and how you meet the person specification. Please send upload your application on our [BreatheHR Portal](#).

The deadline for applications is midday on Monday 02 February.

We reserve the right to close this vacancy early if we receive a high volume of suitable applications.

First round interviews will take place w/c Monday 09 February

Please also complete our Equality and Diversity monitoring form to help us assess this recruitment process. Please complete the form [here](#)

If you need any reasonable adjustments or support when completing this process, please contact on recruitment@stratfordeast.com and they will facilitate.



★★★★★ **“Outrageously funny”** - The Times

★★★★★ *"Powerful, emotional intimacy"* - The Stage

STRATFORD
EAST



stratfordeast.com

020 8534 7374

Now, I See. Photo: Camilla Greenwell