

Job Summary

Deputy Head of Stage

Responsible to: Head of Stage

Salary: £28,403 per annum plus overtime

Terms: The weekly salary is inclusive of hours worked between 9am – 11pm daily up to 43 hours per week, spread over 6 days. Hours outside of these parameters including Sundays and Bank holidays will be paid at the appropriate overtime rate

Benefits include: Contributory pension scheme; Season Ticket Loan Scheme; Training and Development opportunities.

Holiday: 25 days per annum pro rata.
3 days per annum can be specified as annual leave by Young Vic management.

Probationary period: 3 months

Notice period: 2 weeks for either party during probationary period, 2 months thereafter.

The Production Department:

The purpose of the Production Department is to create and run to the highest standards all the technical aspects of the Young Vic's productions and related projects, in partnerships with directors, designers and project leaders. The aim is to help creative teams achieve their artistic vision within the agreed timescales and budgets to the highest possible standards.

Members of the Production Department work closely and collaboratively together to realise the full potential of our productions. The successful candidate, whilst working primarily in the area of stage, will demonstrate an ability and willingness to work on occasions alongside colleagues in other areas within the team.

Job Description

Deputy Head of Stage

Responsible to: Head of Stage

Responsible for: Casual stage technicians and show crew.

Key Objective: To work as part of the Production Department and support the delivery and management of technical stage requirements for Young Vic productions and related projects to the highest possible standards.

Departmental Responsibilities:

- To actively contribute to the effective operation of the Production Department's work during all internal and external Young Vic productions.
- To support the Head of Stage in the effective planning and management of stage operations.
- To participate in the recruitment and management of casual stage technicians and show crew.
- To deputise for the Head of Stage as required.
- To undertake the training of staff in the use of stage and seating equipment as required.
- To personally and with other staff ensure compliance with all safety procedures and statutory regulations.
- To participate in department administrative and HR systems as required.
- In conjunction with the Head of Stage and Workshop Manager to ensure that stocks of hardware and stage equipment are adequately maintained.
- To assist the Head of Stage in ensuring that all stage equipment is compliant with LOLER, PUWER and any other relevant legislation.
- To keep up to date with current stage technology, and to remain current with industry best practice.
- To manage and optimise the Young Vic storage facilities.

Production Responsibilities:

- To work with the Production Manager, Head of Stage and the creative teams of individual productions to realise the production within allocated resources.
- To assist the Head of Stage in the management of all stage and seating fit ups and get outs.
- To manage aspects of technical rehearsals as required.
- Occasionally work on performances as required.
- In liaison with the Production Manager and Head of Stage to provide technical support for the work of other departments.
- To act as Stage Show Supervisor for allocated productions.

Budget Holding:

- To be responsible for managing the stage stock and maintenance budgets, in liaison with the Head of Stage, as required.
- To monitor casual stage staff budgets, as required.

General:

- Any other reasonable duties required to assist the Production Department or the Young Vic operation as a whole.
- To be familiar with and be personally responsible for acting within the Equal Opportunities and Health & Safety Policies of the Young Vic.
- To actively participate in and support the work experience programme of the Young Vic.
- To be an active and supportive member of the Young Vic staff team.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.

Person Specification

Deputy Head of Stage

Essential Skills

- Demonstrable experience of working in a professional theatre or performing arts environment
- A good knowledge of stage and rigging techniques
- Good carpentry skills
- Leadership skills and the ability to run fit ups and get outs
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry
- Computer literate on MS Office applications
- An enthusiasm for theatre productions
- Ability to work well within a dedicated production team
- Ability to work with and support all other departments
- Excellent organisational and time management skills

Desirable Skills

- CAD drafting skills (AutoCAD)
- Basic metal working skills
- Experience of automation, particularly in relation to its use in theatre
- Full clean driving licence
- Working at height and rope access training
- First aid training
- A knowledge of LOLER, PUWER and other related legislation