

Job Summary

Head of Stage

Responsible to:	Technical Director
Responsible for:	Workshop Manager, Senior Stage Technician, casual stage technicians and show crew.
Salary:	£39,015 per annum plus some overtime.
Terms:	The Head of Stage will be required to work flexible hours. The minimum hours are 35 per week. Normal office hours are 10:00 - 18:00, Monday - Friday, but you will be required to work such hours as may be necessary to carry out your duties properly.
Benefits include:	Contributory pension scheme; season ticket loan scheme; training and development opportunities.
Holiday:	25 days per annum pro rata, rising by one day for each full financial year worked to a maximum of 30. 3 days per annum can be specified as annual leave by Young Vic management.
Probationary period:	6 months
Notice period:	2 week during probationary period, 3 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 lighting, will demonstrate an ability and willingness to work on occasions alongside colleagues in other areas within the team.

Job Description

Head of Stage

Key Objective:

To take lead responsibility for the delivery and management of technical stage requirements for Young Vic productions and related projects at the Young Vic and elsewhere. To contribute to the creation of the highest standards in all the theatre's producing work.

Production Responsibilities:

- To work with creative teams and Production Managers of individual productions to realise the production's stage design within allocated resources.
- To advise on or create auditorium plans for each production that meet health and safety legislation.
- To design rigging and plan set building, including creating the appropriate paperwork for each production.
- To manage all stage and seating fit ups and get outs within allocated resources.
- Provide costings for individual productions stage requirements. Working with the production manager to achieve designs within budgets.
- To create and document risk assessments, lifting plans and other show specific H&S, CDM documentation as required.
- To manage aspects of technical rehearsals as required.
- Working with the Production Manager and Heads of Departments to create schedules for productions.
- Recruiting, managing, and scheduling show staff and casual technicians, in liaison with the Technical Director.
- Provide show cover, if required.
- To provide technical support and management for the work of other departments, including the TP and Development Departments, as required.

Departmental Responsibilities:

- To actively contribute to the effective operation of the Production Department's work.
- To support the Technical Director in the effective management of the Production Department.
- To oversee the recruitment and management of permanent stage staff and workshop staff, freelance, stage technicians and show crew.
- To take lead responsibility for the Young Vic's off and onsite storage facilities
- To ensure that all stage equipment, rigging and machinery is regularly tested and complies with current H&S legislation.
- To update stock inventories and plan logistics of stage and seating equipment.
- To plan and supervise the maintenance of stage and seating equipment in all spaces.
- To ensure all productions, performances, events and activities are appropriately staffed within allocated resources.
- To undertake the training of staff in the use of stage, rigging and seating equipment as required.
- To participate in department administrative and HR systems as required.

- Advise on new stage equipment purchases and plan capital and maintenance spending.
- As one of the Production Department HODs, to ensure that all production operations are carried out in compliance with relevant and applicable Health & Safety legislation and any other applicable statutory regulations or legislation.
- To remain current with industry best practice and applicable technologies.
- To attend, and contribute to, weekly Update, fortnightly Production HODs and monthly Production Department meetings.
- To continually seek out opportunities to adapt our working practices to make things better for team members and incoming creative teams.
- In liaison with the Technical Director, provide technical support and management for the work of other departments, including the Taking Part and Development Departments, as required, but with specific responsibility for lighting.

Budget Holding:

- To provide quotes and show costings to the production manager.
- To be responsible for managing stage production budgets, stage stock and maintenance budgets, in liaison with the Technical Director.
- To manage freelance and casual stage staff budgets, in liaison with the Technical Director.

General:

- To ensure that all spaces throughout the building are compliant and in good working order
- 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 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 ensure that all creative teams, visiting companies and artists feel welcome, engaged and supported in the building and receive the highest level of technical support at all times.
- To provide the highest level of customer and audience care and service at all times whilst a member of the Young Vic staff team.
- To sit on the Young Vic staff panels as appropriate.
- To actively seek out and help implement improvements in the way we work.
- From time to time you may be required to work on YV projects away from the Young Vic Theatre.

Freelance Work

- Periods of unpaid leave may be requested to undertake external freelance work and may only be taken with the written agreement of the Technical Director.

Person Specification

Head of Stage

Essential Skills

- Prior experience in the production department of a producing theatre.
- Proven leadership skills and the ability to run fit ups and get outs.
- A thorough knowledge of stage and rigging techniques.
- Good knowledge and experience of stage carpentry.
- Ability to read, produce and edit technical drawings on AutoCAD.
- Knowledge of Technical Standards for Places of Entertainment.
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry. In particular LOLER, PUWER and CDM (2015).
- Computer literate on MS Office applications.
- Budgetary management experience.
- Experience in staff recruitment, training, motivation and supervision.
- Ability to work well within a small dedicated production team.
- Excellent organisational and time management skills.
- Ability to work under pressure, on occasions.
- Ability to maintain a good relationship with contractors, companies and suppliers.

Desirable Skills

- Full clean driving licence.
- Rope access training.
- First aid training.
- Knowledge of automation, particularly in relation to its use in theatre.
- Good metalwork skills.