*The Royal Court is the writers’ theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

**Applications are invited for the post of:**  **Head of Stage**

## Responsible to: Head of Production

**Responsible for: Deputy Head of Stage, Stage Show Technician,**

**Fixed Term Stagehand and Freelance Crew**

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK’s leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court’s home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers’ attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre.

The ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation.

The English Stage Company (no. 231242) is a publicly funded registered charity.

**Main Purpose**

The Head of Stage is responsible for the delivery and management of technical stage requirements for all ESC productions and related projects, contributing to and upholding the highest production values on all ESC shows. The Head of Stage will be expected to manage all departmental resources for which s/he is responsible (physical, human and financial) carefully and efficiently, supporting the interests of ESC at all times.

This is a key position within the Production team at the Royal Court, combining hands on, practical carpentry with leadership and management of a team of 2 permanent staff with one fixed term technician, as required, alongside freelance stage crew hired for each production.

The Head of Stage is responsible for providing clear and informed leadership on all health and safety matters relating to the use of the stage and general backstage areas. Ensuring legislative compliance for fit ups and technical periods (CDM) and leading by example to promote a positive health and safety culture.

The Head of Stage will also support the Head of Production in the management of building facilities when required, along with other Production Heads of Department.

**Key Responsibilities**

**Productions**

* Working with creative teams and Production Managers of individual productions to realise designs on schedule and within allocated resources, ensuring that the stage team works efficiently and professionally at all times.
* Managing and participating in all stage and seating fit ups and get outs, ensuring they are safe, on schedule and within allocated budgets.
* Liaising with and supporting the Production Managers in the planning for each production on budget provision for staffing and set.
* Supporting the Production Manager during the pre-production / planning period for each show, attending design presentation meetings and liaising with directors and designers when required.
* Managing all stage aspects of technical rehearsals as required, supporting the work of the Director, Designer and Production Manager at all times.
* Building sets on site / on stage when required and supervising carpenters working on the fit ups to ensure the highest production values are upheld.
* Scheduling stage crew for get-ins, technical rehearsals and runs, in consultation with the Production Manager on each show and always ensuring that each production is adequately and appropriately staffed and delivered within allocated budgets.
* Liaising with the Administration and Producing Department to generate contracts for show staff, when required.
* Ensuring all stage crew are briefed in essential health and safety procedures and methods of working at the start of each fit up.
* Providing show cover as required and ensuring show crew are fully briefed / trained on the specific requirements of each production.
* Ensuring all set and seating designs are compliant with licensing regulations
* Attending and contributing to production meetings for all shows.
* Facilitating accessible performances and working with the Theatre Manager to plan these.
* Leading and managing stage crew for ESC productions off site or in other venues if required.
* Liaising with Co Producers and Visiting Companies on technical requirements, sending out stage tech specs and providing advice and support.
* Liaising with the Administration and Producing Department on scheduling, logistics and any other issues which may arise during the production process.

**Health and Safety**

* Leading on all matters relating to health and safety for the Stage Department and ensuring best practice at all times, when working on stage and in backstage areas
* Ensuring the backstage areas are safe, well managed and kept clear, clean and tidy at all times.
* Being fully conversant with the requirements of CDM regulations and ensure all work undertaken during fit ups and get outs is compliant
* Undertaking risk assessments for all the work undertaken by the Stage Department, keeping records of all risk assessments and reviewing these at least annually.
* Creating method statements for all tasks where there are potential health and safety risks
* Ensure that all permanent and casual staff are fully trained and aware of their responsibility to abide by and uphold the correct health and safety procedures and methods of working.
* Ensure any accident or near miss is reported to the Theatre Manager, completing accident forms and any other necessary paperwork in a timely manner.
* Actively promoting a positive health and safety culture and environment at all times when working at the Royal Court and elsewhere on behalf of the company.
* Being fully conversant with the Royal Court’s health and safety policy and contributing to the review of this policy.
* Acting as an appointed first aider and Fire Marshall if required

**Departmental Management**

* Ensure all productions, performances, events and activities are appropriately staffed within allocated resources
* Overseeing the recruitment, training and management of the permanent stage staff, freelance stage technicians and show crew.
* Ensuring that the performance of permanent staff is assessed through supervision meetings and the annual appraisal process
* Supporting the permanent staff in their professional development, identifying appropriate training opportunities and monitoring their performance to identify any potential training needs.
* Building and continually refreshing a pool of reliable and suitably qualified casual / freelance staff and maintaining these relationships.
* Participate in departmental administrative and HR systems, logging absence, managing any issues which arise from unauthorised absence, monitoring sickness absence and ensuring planned holidays are taken at operationally appropriate times.
* Calling and leading weekly departmental meetings and attending scheduling meetings, and design meetings on behalf of the stage team.
* Providing technical support and management for other departments as required.

**Budgets and Finance**

* Managing production budgets for the stage elements of all shows.
* Manage freelance and casual stage staff budgets for each show, providing the Production Manager with an estimate of casual labour costs on each production and ensuring all overtime is appropriately authorised and allocated to the correct budget.
* Overseeing and checking weekly timesheets for all stage staff (permanent and casual) and ensuring these are accurate and submitted to the finance department in a timely manner.
* Advise on purchases of new stage equipment when necessary, obtaining competitive quotes from suppliers.
* Managing stage stock and maintenance budgets, in liaison with the Head of Production
* Building and maintaining excellent relationships with suppliers of stage equipment and negotiating beneficial deals when required.

**Sustainability**

* Supporting the Royal Court’s Sustainability Policy and the implementation of the Sustainability Action Plan, ensuring we continue to work sustainably and strive to reduce energy consumption and manage resources responsibly
* Responsibility for ensuring that the Stage Department remains committed to sustainable practices and contributing to the ongoing development of our sustainable practice by suggesting new initiatives.

**General**

* Management of the Royal Court’s off and on site storage facilities, ensuring that the general and storage areas around the building are well ordered and kept tidy at all times.
* Ensure that all stage equipment and machinery is regularly tested and complies with current legislation; keeping records of all testing and certification and arranging annual testing.
* Plan and supervise the general maintenance of stage equipment in all spaces.
* Supporting the Theatre Manager and FOH / Bar and Kitchen team on external hires, providing stage support within agreed budgets and liaising to provide the best service to commercial clients.
* Continually seek out opportunities to adapt working practices to improve the production process for other team members and incoming creative teams
* Keeping up to date with current stage technology and best practice
* Creating stage tech specs for both stages and ensuring are accurate and updated regularly.
* Supporting and upholding the ESC’s policies on equality, diversity and representation
* Attending staff and company meetings on a regular basis, as required.

**Personal Specification**

**Essential skills**

* Previous HOD or Deputy experience in the stage department of a producing theatre
* Proven leadership skills and the ability to run and participate in fit ups and get outs
* IOSH qualification and a sound knowledge of health and safety and CDM regulations.
* Excellent practical carpentry and metalwork skills
* Ability to work well under pressure and to deadlines.
* Excellent organisational and time management skills.
* Experience of managing teams over multiple projects
* Willingness / ability to work collaboratively, alongside other departments within the production team and supporting the wider organisation
* The successful applicant should understand the pressures surrounding artistic endeavour and be able to respond to challenges creatively, calmly and positively.
* Budget management.
* A thorough knowledge and practical experience of stage and rigging techniques
* CAD drafting skills
* A thorough knowledge of LOLER, PUWER and other related legislation
* Knowledge of licensing and Technical Standards for Places of Entertainment
* Computer literate on MS office applications

**Desirable skills**

* Full clean driving licence
* Rope access training
* First aid training

**TERMS & CONDITIONS:**

Title of post: **Head of Stage**

Hours: Average 48 hours per week, including evenings and weekends.

Contract: Permanent.

Salary: £42,000 per annum.

**Pension:**

The Royal Court Theatre (RCT) offers a contributory Group Personal Pension Scheme for all permanent employees and an Auto Enrolment Scheme.

Employee contributions to the Group Personal Pension Scheme of between 2-5% will be matched by ESC.  The contribution from the RCT is dependent on the employee making a contribution. If you choose to pay your pension via salary sacrifice or exchange this will have an effect on the level of some statutory leave payments. The Auto Enrolment Scheme currently operates at a contribution level of 5%: 3% from the employee and 2% from the employer.

**Other Benefits:**

* Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
* Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes
* Discount on meals and drinks in the Royal Courts bar and Kitchen.
* Discount on all purchases in the theatre’s Bookshop, subject to discount policy.

**Application Procedures:**

Please note that only applications submitted on the Royal Court’s standard Application Form can be considered, **CVs are not accepted.**

Application Forms can be downloaded from: <https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below;

By Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: 6pm Friday 4th January 2019**

**Interviews to be held: w/c 14th January. Exact date tbc.**

The English Stage Company (no. 231242) is a publicly funded registered charity.