*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: **DEPUTY HEAD OF STAGE**

## Responsible to: HEAD OF STAGE

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.

**MAIN PURPOSE:**

The Deputy Head of Stage supports the Head of Stage in the delivery and management of technical stage requirements for all ESC productions across two theatres and related projects, contributing to and upholding the highest production values on all ESC shows and ensuring all work on stage is undertaken safely and efficiently and within allocated resources.

This is a key position within the Production team at the Royal Court, combining excellent practical carpentry skills with the ability to supervise a team of stage technicians when required and support the Head of Stage in the management of the stage areas and the department.

The Deputy Head of Stage will also support the Head of Stage and the Head of Production in the management and general maintenance of the building facilities when required.

**Key Responsibilities**

**Productions**

* Working with creative teams and production managers of individual productions to realise designs on schedule and within allocated resources, ensuring the stage team works professionally and efficiently at all times.
* Running fit ups in the JTD and JTU, either with the Head of Stage or independently.
* Deputising for the Head of Stage in his/ her absence
* Call and supervise crew, according to the schedule established by the Head of Sage.
* Briefing all freelance show crew in essential health and safety and methods of working at the start of each fit up / get out, when required and in the absence of the Head of Stage.
* Supporting the Head of Stage and the Production Manager during the pre-production / planning period for each show, attending design presentation meetings and liaising with directors and designers when required.
* Building sets on stage / on site when required and supervising freelance carpenters working on the fit ups
* Providing show cover as required
* Supervising stage crew for ESC productions off site or in other venues if required.
* Ensuring all set and seating designs are compliant with licensing regulations.
* Attending and contributing to production meetings for all shows.
* Facilitating accessible performances, in liaison with the FOH team.
* Liaising with visiting companies and co-producers on stage matters, sending out tech specs and advising when necessary.
* Liaising with the Administration and Producing Department on all scheduling and logistical issues.

**Health and Safety**

* Supporting the Head of Stage in ensuring best health and safety practice at all times, both on stage and backstage.
* Ensuring all backstage areas (including the dock and alleyway) are kept clear, clean and as tidy as possible at all times.
* Undertaking risk assessments for all aspects of the work undertaken by the stage team, when required to do so by the Head of Stage or the Production Managers.
* Reporting any accidents or near misses to the Theatre Manager, completing accident forms and any other relevant paperwork in a timely manner.
* Actively promoting a positive health and safety culture and environment at all times when working at the Royal Court or elsewhere on behalf of the company
* Being fully conversant with the Royal Court’s health and safety policy and supporting key staff with overall responsibilities for health and safety.
* Acting as an appointed first aider and Fire Marshall if required

**Departmental Management**

* Supporting the Head of Stage in the day to day management of the permanent and freelance stage staff.
* Supporting the Head of Stage in running an annual appraisal process and monitoring training needs within the team.
* Supervise staff working on general maintenance or seating turnarounds
* Attend and contribute to weekly departmental meetings and scheduling meetings.
* Providing support for other technical and general departments if required.

**Sustainability**

* Supporting the Head of Stage in upholding the Royal Court’s sustainability policy, ensuring we continue to work sustainably and strive to reduce energy consumption and manage resources responsibly
* Working with the stage team to ensure the department remains committed to sustainable practices and contributing to the ongoing development of our sustainable practice by suggesting new initiatives.

**General**

* Keeping up to date with current stage technology and best practice
* Supporting the Head of Stage in the management of the Royal Court’s on and off site storage.
* Supporting the Theatre Manager and the FOH / Bar and Kitchen staff on external hires and one off events when required.
* Participating in the general maintenance of all stage equipment in all spaces.
* Play an active part in development, promotion and implementation of company policies: access, health and safety and equality and diversity.
* Attend and contribute to regular staff and other general meetings when required.

This job description is a guide to the nature of the work required by the Deputy Head of Stage and the post holder may be required to undertake other duties appropriate to the senior nature of the post as agreed with the Executive Management Team.

**PERSON SPECIFICATION**

**Essential skills**

* Previous experience in a similar role in a mid scale producing theatre
* Excellent practical carpentry and metalwork skills
* Experience of running and fit ups and get outs and supervising casual / freelance staff
* Good people skills, with the ability to motivate others.
* A thorough knowledge and practical experience of stage engineering and rigging techniques and equipment
* Ability to work well under pressure and to deadlines
* Willingness / ability to work collaboratively, alongside other departments within the production team and supporting the wider organisation.
* Good organisational and time management skills
* CAD drafting skills
* IOSH qualification and sound knowledge of health and safety and CDM regulations
* An understanding of the pressures surrounding artistic endeavour and be able to respond to challenges creatively, calmly and positively.
* Good communication and general IT skills

**Desirable skills**

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

**TERMS & CONDITIONS:**

Title of post: Deputy Head of Stage

Hours: Standard 40 hours, with regul**a**r evening and weekend work.

Contract: Permanent

Salary: £28,930.02 (BECTU Grade 2), plus overtime.

Holiday entitlement: 20 days per year, plus 8 days for statutory holidays. Increasing to 25 days per year after 2 years service.

Pension: The Royal Court operates a contributory company pension scheme for all permanent employees who have passed beyond their probationary period. The company contribution is capped at 5%. The employee is free to contribute at any level.

The contribution from the RCT is dependent on the employee making a contribution.  This is applied monthly regardless of whether the employee is weekly or monthly paid.

Other Benefits:

* + - * Complimentary tickets for preview performances, subject to availability and the Royal Court’s staff ticket policy.
      * Interest free travel season ticket loan
      * Cycle to work scheme
      * 20% discount on all food and drink purchases in the theatre’s Bar and Kitchen subject to discount policy.
      * 10% 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: http://www.royalcourttheatre.com/jobs.asp

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

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 20 January 2017**

**Interviews to be held w/c Monday 23 January 2017**

The Royal Court is committed to being an Equal Opportunities Employer and encourages applications from minority ethnic and disabled groups, as they are under-represented amongst are staff.

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