



Royal Court Theatre
Sloane Square, London, SW1W 8AS
Admin 020 7565 5050
royalcourttheatre.com
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The Jerwood Theatres at the Royal Court Theatre
The English Stage Company Limited at the Royal Court Theatre
Registered in England & Wales company number 539332
Registered charity number 231242 VAT number 238 9311 47

JOB DESCRIPTION

DEPUTY HEAD OF STAGE

Full time, permanent

ABOUT THE ROYAL COURT

The Royal Court is the writers' theatre - the leading national and international force for championing, cultivating and supporting theatre writers. Through work on our stages alongside national and local projects, we pioneer the theatrical form, explore big ideas, empower new voices – and in doing so enrich and enliven audiences and communities through transformative experiences.

In January 2024, our new Artistic Director David Byrne took up leadership of the Royal Court. Alongside his first season as artistic director, this coming year is a key moment to re-interrogate and renew our work. We have a focus and ambition to be the most relevant, exciting and meaningful version of 'the writers' theatre' across the next decade.

The Royal Court is committed to fostering an inclusive and collaborative culture in which everyone can do their best work. We are an equal opportunities and disability confident employer. We are particularly keen to receive job applications from individuals with protected characteristics currently under-represented in our workforce, particularly including Black & Global Majority and D/deaf & disabled applicants.

ABOUT THIS ROLE

Job Title: Deputy Head of Stage

Line Manager: Head of Stage

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.

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 always works professionally and efficiently.
- Running fit ups in the Jerwood Theatre Downstairs (JTD) and Jerwood Theatre Upstairs (JTU), either with the Head of Stage or independently.
- Call and supervise crew, according to the schedule established by the Head of Stage.
- 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.
- Supporting all rehearsals and building rehearsal sets as required.
- 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.
- Supporting offsite work and at other venues on behalf of the Royal Court, when required.

Health & 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 and method statements (RAMS) 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 (training can be provided).

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.
- Deputising for the Head of Stage in his/ her absence.

Sustainability

- Supporting the Head of Stage, Head of Operations & Sustainability and wider teams 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, developing and implementing new initiatives.

General

- Contributing to a respectful and inspirational working culture at the Royal Court, including in relation to sustainability, health and safety, safeguarding and other policies; and upholding and developing our commitments and practice around anti-racism and anti-oppression.
- Attend departmental team meetings and organisational / cross-departmental meetings to feed into a collaborative approach and ensure effective information-sharing across all our work.
- Attending Royal Court productions, readings and other events when required.
- 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 wider organisation including the Theatre Manager, FOH / Bar and Kitchen staff and other teams including external hires, one-off events, key projects and building maintenance.

This job description is a guide to the nature of the work required of the role. The post holder may be required to undertake other duties appropriate to the nature of the post as agreed with your line manager.



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PERSON SPECIFICATION

Knowledge & experience

- Previous experience in a similar role in a mid-scale producing theatre
- Experience of running and fit ups and get outs and supervising casual / freelance staff.
- A thorough knowledge and practical experience of stage engineering and rigging techniques and equipment.
- IOSH qualification and sound knowledge of health and safety and CDM regulations.
- IPAF trained.
- Rope access trained.
- First aid trained.
- Understanding of and commitment to the progression of anti-racism and anti-oppression in the workplace and through your role.

Skills

- Previous experience in a similar role in a mid-scale producing theatre
- Good carpentry and rigging skills
- Good people skills, including communication and the ability to motivate others.
- 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 organizational, IT and time management skills
- CAD drafting skills.
- An understanding of the pressures surrounding artistic endeavour and being able to respond to challenges creatively, calmly and positively.

HOW TO APPLY

To apply, please send a CV and short covering letter (no more than two sides of A4) in Word doc or PDF. The covering letter should clearly address the key criteria outlined in the job advert.

Your application can also be sent through in the form of a voice note, or PowerPoint presentation (no more than five slides). Should there be a more accessible format in which you would prefer to send an application, please email the recruitment inbox.

Applications should be sent to the recruitment inbox at recruitment@royalcourttheatre.com.

The deadline for applications is midday on Tuesday 13th August 2024. Interviews are planned for the week commencing 19th August 2024.

The Royal Court Theatre operates the Disability Confident scheme, which means you are guaranteed to be shortlisted to the next stage if you meet the minimum criteria. Please clearly outline in your email if you would like to be considered under this scheme.



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TERMS AND CONDITIONS

- Hours:** 40 hours per week.
Due to the nature of this role some evening and week end work will be required and you may be asked to work additional hours from time to time.
- Contract:** Permanent.
- Salary:** £717.57 (gross) per week (BECTU Grade 2).
Overtime as per SOLT/BECTU.
- Holiday Entitlement:** 25 days per year, plus bank holidays.
- Pension:** The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>
- All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

Other Benefits:

- Complimentary and discounted tickets for performances, subject to availability and the Royal Court's staff ticket policy.
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Cycle to work and season ticket loan schemes.
- Free life insurance.
- Discretionary days leave at Christmas.
- Staff social events