

**JOB DESCRIPTION HEAD OF STAGE**

**Post:** Head of Stage

**Employer:** Hull Truck Theatre

**Department:** Production

**Line Manager:** Head of Production and Technical

**Reports to:** Head of Production and Technical

**Report From:** Technicians, Casuals, Work Experience

**Grade:** HOD

**Job Description:**

To provide high quality stage and technical support on our programme of events which includes, though not exclusively, all the work of Hull Truck Theatre (HTT) in performance or rehearsal, visiting companies including one-night performances, co-productions, Creative Learning activity, corporate events, workshops/development projects at HTT and at any other venue, or on tour.

**Individual Responsibilities:**

**Production**

* To manage the stage teams for all productions.
* Ensure that all work carried out conforms with the latest Health & Safety regulations, HTT’s Health & Safety policy and working practices (including ABTT best practice guides) especially in respect of all technical aspects of productions.
* To support performances within Hull Truck as required including undertaking Duty Stage Manager role.
* To be a senior member of the production team available to visiting companies and to undertake health and safety inductions on arrival.
* Work effectively to lead smooth and efficient get in’s and get out’s.
* manage the maintenance on all stage, rigging and construction equipment and workshop areas.
* Co-ordinate annual testing and maintenance of all access, lifting and rigging equipment.
* Check show reports and ensure any relevant repair or maintenance needed is carried out in a timely way.
* Undertake Production Management roles for youth theatre and community projects as appropriate.
* Lead on the creation/sourcing of all staging, furniture and props as required.
* Support and assist freelance set designers.

**Administration and Finance**

* To undertake the line management of technicians and casual technicians.
* To assist Head of Production and Technical in the creation of Risk Assessments for the stage department.
* To act as primary liaison between HTT and visiting companies on all stage queries.
* Manage the annual LOLER testing.
* Attend meetings as required.
* Lead on maintaining all stage, workshops and storage areas.
* To work in a spirit of co-operation with other departments.
* Effectively work within financial systems, including the efficient completion of finance paperwork as set by the Head of Production & Technical.
* Undertake production department admin tasks as required by Head of Production and Technical

**General**

* To deputise for the Head of Production and Technical in their absence.
* To attend training courses and meetings as required.
* To undertake and assist in other areas of the Productions department’s work that may lie outside these principle functions.
* Complete any other delegated task that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
* To promote and comply with current legislation and Hull Truck Theatre’s policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others.
* The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder’s responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Company’s Health and Safety Policy.
* To promote, develop and comply with our policies and practices to lessen the environmental impact of Hull Truck Theatre
* The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
* The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

**Person specification:**

**Essential**

* Previous experience of managing get-in’s, fit up’s & get out’s.
* Excellent working knowledge of current stage technologies.
* IT literate.
* Strong organisational skills and the ability to prioritize workload.
* Ability to work under pressure and to deadlines.
* Ability to communicate effectively with a wide range of people including artists and creative teams.
* Ability to work with others to collectively achieve the goals of the team.
* Working knowledge of Health & Safety procedures and its implications in a theatre environment.
* Self-motivated and resourceful with a positive outlook.
* Adaptable, flexible, with a calm, practical approach.

**Desirable**

* Experience of managing stage teams within a producing theatre.
* Experience of working with creative teams within a producing theatre environment.
* Qualification in technical theatre or stage management.
* Rigging qualification.
* IOSH managing safely qualification.
* Experience of flying systems, including hemp and automation.
* Experience of production management.
* Experience in the use of C.A.D. programs.
* Ability to read and understand technical drawings and ground plans.
* Full clean driving licence, including experience driving vans.

**Terms and Conditions:**

* This is a full-time job with regular evening and weekend work. The normal hours of work will be 1950 hours annualised over each year (September to August) excluding meal breaks.
* This is Head of Department Grade post. The salary after completion of probation will be £23,000 to £25,000 per annum, starting salary to be agreed. Which will be paid monthly in arrears. Annual Pay Review happens each April, first review for this post will be April 2023.
* There will be regular evening and weekend work. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform.
* Overtime is payable for Sunday working or working between Midnight and 8am.
* There is a probation period of 3 months during which time the notice period is 1 month. After confirmation of appointment the employee is required to give 3 months’ written notice to the company, and the company will give 1-month written notice to the employee, and after 4 years’ service one additional week’s notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.
* Holiday – 28 days per annum (including public holidays) rising by one day per every complete year worked, to a maximum annual holiday entitlement of 33 days. The theatre is open over Christmas/New Year (except Christmas Day and New Year’s Day) and all departments are required to be staffed during normal working hours during this time.
* Hull Truck operates an auto enrolment pension scheme through Now Pensions. Further details are available.
* On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
* Staff are entitled to tickets for shows, subject to conditions and discount at the Theatre’s catering operations.
* Hull Truck Theatre’s staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
* Staff are entitled to tickets for shows, subject to particular conditions and discount at the theatre’s catering operations.
* The candidate’s contract of employment with Hull Truck Theatre does not come into force until the first day of work.

Flexible working requests welcomed.

* Hull Truck Theatre is a Disability Confident Employer.

**Inclusion and Equality:**

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

**Environmental sustainability**

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

**Deadline for applications is Monday 30th May 2022.**

**Interviews will be week commencing 6th June 2022.**

**Background Information**

**Hull Truck Theatre**

**About Hull Truck Theatre**

**OUR MISSION**

Hull Truck Theatre is a pioneering theatre with a unique Northern voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

**OUR VISION**

To produce and present inspiring theatre that reflects the diversity of a modern Britain. To provide the resources, space and support to grow people and ideas, be an ambassador for our city, a flagship for our region and a welcoming home for our communities.

**OUR VALUES**

We are committed to our core values of Inclusion, Innovation and Integrity.

Led by these values we are:

* ***Creative and Collaborative,***
* ***Imaginative and Inspiring,***
* ***Accessible and Relevant,***
* ***Resilient and Sustainable.***

*“We tell inspiring stories dug from the heart of our city, alongside tales from the wider world, that reflect the diverse range of communities and creative voices that populate our nation.* *We produce exceptional drama made here in Hull, often showcasing new talent and are ambitious, bold and committed to our core values of Inclusion, Innovation and Integrity.”* **Mark Babych, Artistic Director**

Hull Truck Theatre Company is a registered charity and consists of the theatre which produces and presents theatre in two auditoria (The Heron – 459 seats and The Studio – 135 seats).

Over recent years Hull Truck Theatre has been on a journey of significant change. On stage we reach an audience of over 70,000 and continue to build on the momentum of Hull UK City of Culture 2017, when we delivered an ambitious year of exceptional drama.

Through our work with schools and local communities we engage with 14,000 young people, disabled groups and adults, offering opportunities to participate in the arts, whether as a first step into a career, a way to build confidence and meet new people, or as a part of a rounded education. Our groundbreaking Community Dialogues programme builds on long-term partnerships within Hull’s local communities to address inequalities in accessing the arts.

In response to the Covid 19 pandemic we continued to engage with our audiences, artists and communities online and invested in technology to embed high quality digital engagement opportunities in our future. We’re delighted to be welcoming audiences back to the theatre, bringing people together safely to experience live performance once more.

In 2022 we celebrate 50 years of Hull Truck Theatre. We’re doing this by focusing on the thing that makes Hull Truck Theatre magic – the people. Without our supportive audiences, generous funders, talented artists, passionate participants and dedicated staff, this theatre wouldn’t have kept its place at the heart of Hull’s creative core for half a century.

We’ll be taking a look back at the journey since 1972 to the present, but also looking to the future and asking, what will the next 50 years hold? How will Hull Truck Theatre continue to inspire future generations?

With the inspiring leadership of Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director), the theatre is on the next stage of its exceptional journey, creating a vibrant 21st-century cultural organisation.

**If you would like this application form in any other format such as large print or on a different colour background, please contact** [**admin@hulltruck.co.uk**](mailto:admin@hulltruck.co.uk)**.**

