



STAGE CREW

Venue: Harlow Playhouse
Harlow, Essex

Dates: 21st November 2021 to 4th January 2022
Details provided upon request

Production: Robin Hood (Pantomime)

Pay: £2,746.77 Fee and £331.54 Holiday Pay
(Excl. accommodation and travel – this cost will not be incurred by Harlow council)

Person Specification:

- Experience in a similar role on a similar size production
- Fully conversant in stage terminology
- Knowledge and experience of power tool operation and basic carpentry skills
- Flexibility, stamina and ability to multi-task and reliable time-keeper
- Ability to demonstrate a calm approach when working closely with other technical staff and performers in pressured situations.
- Excellent communication and interpersonal skills and attention to detail
- Ability to work as part of a close-knit team in an enclosed environment, working towards a deadline.

Job Description:

Rehearsal and Performance

- To assist in the load in, load out and fit up
- To assist in the changeover of each production on stage,
- To prepare a crib sheet and execute stage cues during the performances
- Participate in scene changes, special effects operation and/or performing flying for each performance throughout the run.
- Undertake general duties required for the running of performances.
- To ensure all staging requirements of the productions are prepared to an excellent standard and are ready and functioning for rehearsals and performances.
- Maintain a good practice of health and safety in all areas and report any problems to the production manager.
- To construct minor scenic elements relevant to skill level and to undertake minor technical alterations to scenery.
- To help maintain Scenery and props to the highest standard possible.
- To carry out any other tasks that will, from time to time be allocated by the Stage Manager, Crew Chief or Production Manager on an ad hoc or continuing basis, relevant with the general level of responsibility of the post.

Administration/Record Keeping

- Keep accurate records of settings, performance running details and any other relevant information
- Provide regular progress reports and updates to the Crew Chief or Deputy Stage Manager, alerting him/her to potential problems at the earliest possible stage
- Carry out administration efficiently ensuring accurate and complete records are maintained

Health & Safety

- Promote a positive approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to
- Understand, enforce and work within the relevant Health & Safety legislation and procedures as set down by the Company
- Adhere to Harlow Playhouses' Child protection procedures

General Requirements

- Maintain high levels of communication and liaison with all departments at all levels as required
- Ensure all Company policies and contractual arrangements are understood and implemented
- Attend and participate in meetings as required