

# Head of Stage



## Applying for this post

To apply for this post please go to our website and complete the online application process: <https://www.birmingham-rep.co.uk/about-us/jobs-vacancies/>

Data from your diversity monitoring questions will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [reptalent@birmingham-rep.co.uk](mailto:reptalent@birmingham-rep.co.uk)

The deadline for receipt of **applications** is **Tuesday 9<sup>th</sup> November 2021 at MIDDAY**

If **shortlisted** for interview you will hear from us by **Thursday 11<sup>th</sup> November 2021**

**Interviews** will be held on **Wednesday 17<sup>th</sup> November 2021.**

## Guidance

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

In line with GDPR, your application will be retained securely for 6 months before being destroyed if you are unsuccessful.

Vacancies will generally close by the deadline, however, we reserve the right to close the vacancy early if we receive a high volume of suitable applicants. We therefore advise candidates to submit their applications as soon as possible if they wish to be considered for the role. Any applications made after the deadline will not be considered.

## Role Summary

### Head of Stage

The REP is an ambitious and exciting theatre which is now growing and re-building following the impact of COVID 19. There is much to celebrate and be excited about at The REP including our 50<sup>th</sup> anniversary as well as Birmingham's Commonwealth Games Cultural Festival in 2022, the Birmingham City re-generation, a redevelopment of our front of house areas, and reasserting our mission and values under a new executive team, Rachael Thomas Executive Director and Sean Foley, Artistic Director

This role has overall responsibility for all stage requirements for REP productions and will assume a hands-on role in the day to day running of the department. You will ensure excellent customer service is consistently provided to staff, customers and visitors to The REP and UVB events, while ensuring the efficient technical management of all events and productions.

There is also a responsibility to ensure that digital technology and sustainability are at the heart of every project.

### Main duties and responsibilities

The role main duties and responsibilities of the role are:

- Liaise with other technical staff and UVB Team regarding the requirements for conferences, hires and visiting companies
- Install, operate, programme and maintain stage equipment for conferences, hires, Birmingham REP productions and visiting companies as required.
- To maintain and run performances, ensuring the productions continued adherence to its creator's original design.
- To liaise with the incoming creative teams on requirements for REP productions
- To work to design and installation deadlines as per production and technical schedules as set by the Head of Technical Resources.
- Maintain all technical equipment both on a day-to-day and formalised scheduled programme.
- Work with the Creative Learning team to create opportunities for access and learning throughout the organisation.
- To act as an ambassador for the REP and maintain a professional appearance whenever at work but especially when working on conferences, hires and UVB events.
- To liaise with other departments regarding audio-described, captioned and signed performances.
- To carry out other technical duties or special projects as reasonably required by the Head of Technical Resources.

- Liaise closely with other departments to ensure efficient and effective completion of tasks and working patterns
- Generate ideas / projects for the better running and / or improvement of the Production department at Birmingham REP
- To ensure excellent customer service is maintained at all times
- Ensure the departments functions are conducted within the parameters, budgetary or otherwise, as set out by the Head of Technical and Resources.
- To ensure representation at all Design, Progress, Production and Departmental meetings, as well as other meetings as required.
- Actively manage the team in ensuring they are trained, supported and developed in line with REP people policies and processes in consultation with the Technical Director.
- Keep pace with technical developments and undertake further training and development as required.
- Ensure that a high standard of housekeeping prevails in all departmental areas.
- To play an active role in implementing and monitoring practices of equality, diversity and inclusion in your team and across the organisation
- Actively embrace and seek to embed digital solutions to presenting work and to developing work flows across the organisation.
- Ensure that sustainable methods of delivering on all output are considered, developed and implemented where possible.
- To support and actively participate in the REP's apprenticeship schemes
- Deputise for the Head of Technical and Resources as and when required.
- Any other duties as reasonably requested by the Head of Technical and Resources to ensure the smooth running of the Technical department, also duties assisting the building maintenance team with improvements/maintenance of the building.
- This role may require occasionally working away from Birmingham.

#### Communication & Administration

- Ensure detailed records are maintained for all equipment
- To ensure show files and any relevant records are archived

#### Finance

- Comply with The REP's financial policies and procedures and manage budget and resources accordingly

#### Health & Safety

- Work closely with the Head of Technical Resources and other Birmingham REP team members and consultants to create and maintain a safe working environment, develop records of risk assessment, maintenance, general record keeping and ensure method statements or safe systems of work are implemented and that appropriate training has been completed

- Actively participate in the Health and Safety Committee and ensure the team is consistently represented at the Health and Safety committee meetings.
- Be an on-duty First Aider
  
- General Responsibilities
  - Adhere to and implement the guidelines, procedures and policies of the company as detailed in the staff policies (available from the staff intranet).
  - Play a role in the life of the company and work across departments to develop a positive and engaged organisational culture.
  - Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work and abide by the procedures set out in the Health & Safety Policy.
  - Be aware of, and comply with, rules and legislation pertaining to data security, and GDPR, at work and abide by the procedures set out in the Data Protection Policy.
  - All staff are expected to demonstrate an understanding of, and adherence to, our safeguarding policy, including a duty to report any issues of concern.

### **Any other duties**

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind

### **Key relationships**

This role reports to the Head of Technical Resources and manages the Stage Team including;

- Stage technicians and casual stage staff.

This structure may change from time to time based on business need but reflects the broad areas of responsibility.

### **Internal**

- Members of the Senior Management team
- Heads of Department across the organisation

- Staff groups, forums and trade unions as required
- UVB Team

### **External**

- Providers, suppliers
- Freelance Production Staff
- Creative teams

## Person specification

### You must have

If you do not demonstrate that you meet all these criteria you may not be shortlisted.

- Minimum 3 years' experience in a producing theatre.
- Extensive experience, knowledge and understanding of the theatrical technical industry and in particular technical products, equipment and systems
- Experience of multi space venues with complex performance schedules.
- Excellent communication and organisational skills, both written and verbal.
- Knowledge of current Health and Safety guidance and practice and practical implementation
- Excellent knowledge and experience in stage & rigging, lighting and sound
- Ability to lead, manage and motivate a team.
- Ability to work under pressure while managing time effectively, meeting deadlines and continue to pay close attention to detail and accuracy
- Ability to and experience of working at height and in using a broad range of access equipment.
- Computer literate and practical experience of using Word, Excel (or equivalent) and AutoCAD or Vectorworks
- Experience of liaising with creative teams and ability to interpret design concepts into an achievable outcome.
- First aid certification
- Working at height certification
- Positive outlook and a flexible approach to working, including unsociable hours.

### It'd be great if you had

If we need to choose between candidates who meet the essential criteria, we may take these factors into account.

- Full clean driving license and experience in driving vans
- Formal electrical installation and inspection certification

## Terms & Conditions

### Head of Stage

#### Period of work

This is a permanent contract, subject to successful completion of a probationary period of three months.

#### Pay:

Up to £33,908.16 commensurate with experience, pro rata if part time

#### Hours

39 hours per week – evening and weekend work will be necessary. We don't encourage or expect over time, however, in the event that over time is worked, this may be taken as time off in lieu to be agreed in advance with your line manager.

#### Holidays

20 days per year plus public holidays, increasing to 25 days with service

The holiday year runs from 1 September to 31 August each year.

#### Notice period

The notice period will be 2 months

#### Location

Your main place of work will be The REP in Birmingham, but you may be required to work permanently or temporarily at other locations.

You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

#### Other benefits

- Contributory staff pension, 5% employee and 3% employer

#### Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in The REP food and drink outlets (when available)

## There's no such thing as perfection...

At the REP we don't expect or look for the 'perfect candidate', instead we look for people who can positively contribute to our team. In return you will be given support, encouragement and all the right conditions to grow, succeed and be your best. We are committed to creating an inclusive workplace where difference is a strength and every unique voice and skill is recognised and valued.

For us, recruitment is more than a match against a job description, it's about feeling excited to come to work every day and being proud of who you work with and for. We believe The REP is for everyone, so however you identify, whatever your background, if you feel excited about this role then we urge you to please apply.

It's important to us that The REP reflects the communities we serve and therefore we particularly welcome applicants from the global majority and D/deaf & disabled communities as these groups are not as well represented as we want them to be. We want our REP to be culturally informed and accessible to all, so we encourage you to celebrate and share your own cultural experience and knowledge of our city proudly in your application.

## Diversity monitoring

Our ultimate aim is to have diversity of all kinds in every layer of the organisation and to help us keep track of our success we kindly ask you to complete an Equality and Diversity form alongside your application. Participation is voluntary but appreciated and your responses will be anonymous and not shared with the recruiting managers.

## Flexible working

We know flexibility is everything and we foster a working environment which is focused on outcomes. For this role you will be required to work specific hours and be present in the building to help with the running of performances. We actively encourage applications for job shares and will make every effort to accommodate these requests.

## Safeguarding

The REP is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

## Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK
- *Role appropriate background checks*