

D E L F O N T



M A C K I N T O S -
T H E A T R E S

JOB DESCRIPTION

Job Title	Deputy Head of Stage
Business Sector	Delfont Mackintosh Theatres, Technical Department
Based	At the Prince Edward Theatre, with flexibility to work at any of the Delfont Mackintosh Theatres.

About us

We operate eight of the most prestigious theatres in London's West End, all of which combine beautiful restoration with twenty-first century comfort. Our teams are committed to delivering the best possible service to patrons and our venues are home to long-running favourites such as *Hamilton*, *Mamma Mia!*, *The Book of Mormon*, and the record-breaking *Les Misérables* now in its 35th year.

Purpose of the Job

An exceptional person is sought to take on the role of Deputy Head of Stage. They will report to the Head of Stage and shall be responsible for the delivery of first class technical services, from themselves and, along with the Head of Stage, from their team. The Deputy Head of Stage is accountable for the development of their team, and will ensure that staff perform to the highest standards at all times. The Deputy Head of Stage will deputise for the Head of Stage in their absence, and will be flexible, able to perform any other duties as reasonably requested by management. The initial place of work will be the **[named]** Theatre although the Company may require the Deputy Head of Stage to work, either on a temporary or indefinite basis, at any of the Delfont Mackintosh Theatres.

Responsible for: Stage Technician
Performance Staff

Duties and Responsibilities

Building:

- Responsible for maintaining all Stage and Back of House areas, including all DMT and production equipment.
- Liaising with external contractors regarding any faults discovered by the House and production teams, and arranging for such faults to be repaired by a relevant contractor as directed by the Head of Stage.
- In conjunction with the Head of Stage, monitoring the budget for the stage department; obtaining quotes and prioritising work.

- In conjunction with the Head of Stage, responsible for ordering the materials and services required in accordance with the Company's approved procedures.
- To ensure that PAT Testing is carried out on a regular, agreed basis as per the DMT PAT Testing Policy.
- In conjunction with the Head of Stage, the Deputy Head of Stage is responsible for the prevention of Legionella, in accordance with the Company's Water Hygiene Manual.
- Accurately record reactive maintenance jobs on CAFM, and ensure reactive and PPM work orders are effectively completed. In conjunction with the Head of Stage, also to arrange training for new staff on how to use the system.
- To monitor compliance and maintain accurate records of certificates on the DMT Health and Safety Portal. Also, to review any recommendations following inspections.
- To carry out building checks and assist with contractor access as required, ensuring the Theatre is maintained to the highest standard.

Production Hires:

- Responsibility, in relation to the stage systems and areas, for the safe and efficient get-in, fit-up and get-out of all productions.
- Responsibility for the operation and maintenance of all stage in house and show equipment, as required by the production.
- When required will carry out show cues and act as Automation Operator during performances.
- Maintaining the look, standards and technical requirements of the show, in conjunction with the producer's representatives.
- To assist in facilitating the production's schedules and estimate crew costings.
- To provide technical assistance and support for outside hires and for in-house special events. To organise staffing and provide costs for external hires in the most cost effective way. To liaise with management regarding client requirements and facilitate all meetings concerning any hire.
- To lead by example and deliver the highest standards of customer service at all times