



JOB DESCRIPTION

Job Title	Head of Stage
Business Sector	Delfont Mackintosh Theatres, Technical Department
Based	At the Novello 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 Head of Stage. They will deliver exceptional services, reporting to Theatre Management and the Technical Director. The Head of Stage shall be responsible for the delivery of first class Technical Services, from themselves and their team.

The Head of Stage is accountable for the development of their team, will ensure that staff perform to the highest standards at all times, and will have a good understanding and knowledge of the SOLT/BECTU Agreement, including the recent variations. The Head of Stage will prioritize the management of The HUB and Health and Safety portal, and will be flexible, able to perform any other duties as reasonably requested by management. The initial place of work will be the Novello Theatre, although the Company may require the Head of Stage to work, either on a temporary or indefinite basis, at any of the Delfont Mackintosh Theatres.

Responsible for:	Deputy Head of Stage – Stage Stage Technician Performance Staff
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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.
- Monitoring the budget for the stage department; obtaining quotes and prioritising work.
- In conjunction with Theatre Management, the Head of Stage is 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 Theatre Management, the 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. 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.
- Attend production meetings and assist with technical site visits as needed.
- 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, and 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.

Staff:

- To recruit, train, appraise and manage the team's performance in line with DMT practices. To ensure that business and departmental objectives are achieved throughout the team.
- To ensure that staff are kept fully up to date with technical procedures and working practices through a structured training programme. To work with Theatre Management, in ensuring this programme is maintained and periodically reviewed.

To manage The HUB and attend training courses as required in order to maintain or acquire new skills for further self-development, and the development of your team.

- Co-ordinate Team time sheets and rotas and prepare timesheets for payroll within the timescale set by management as required. Ensure the adequate scheduling of show crew to service the stage lighting and audio operational needs of the theatre, in line with agreed parameters.
- Co-ordinate staffing for holiday cover and days off effectively to minimise overtime costs to the producer and DMT.
- To facilitate work experience and apprenticeships.

Health and Safety:

- To manage the DMT Health and Safety portal.
- To adhere to all Health and Safety procedures and Council Licensing guidelines, and to comply with DMT's Health and Safety policy as required by law, and to minimise the risk of injury and accidents.
- To ensure that Risk Assessments and Method Statements are carried out, reviewed on a regular and agreed basis, and that these are followed.
- To ensure compliance and all COSHH is up to date, and to keep informed of all the latest health and safety training.
- To carry out show change and other site inductions and deliver tool box talks to visiting contractors and production staff.

Covid:

- To ensure Covid practices are adhered to, Covid tests are administered, results recorded, and all Covid paperwork is maintained and kept confidential and secure.

Skills and Experience

Essential:

- Significant experience as a Senior Venue Technician.
- Experience with production carpentry, rigging and show turn overs.
- Experience in building maintenance duties.
- Strong leadership ability which has developed highly successful and motivated teams of technicians and performance staff.
- Proven experience in managing staff (including creation of rotas, monitoring costs and providing training).
- Knowledge of the terms of the SOLT/BECTU Agreement and their impact on staffing and scheduling requirements.
- Production specific Health and Safety knowledge.
- Flexible approach to work, proactive and self-motivated.
- Proven ability to problem solve and deal quickly and effectively with unexpected situations (such as malfunctions and unexpected shut downs).

Desirable:

- Work at height training
- Automation experience
- Fire Safety and Security knowledge
- Experience in working on building projects desirable (refurbishment/capital projects).

Diversity & Inclusion

Delfont Mackintosh Theatres is an equal opportunities employer and our recruitment process is open to all. We are determined to foster a culture of inclusivity and respect where everyone feels valued and supported.