



HAMPSTEAD THEATRE RECRUITMENT PACK

DEPUTY HEAD OF STAGE

Thank you for your interest in the role of **Deputy Head of Stage** at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to **jobs@hampsteadtheatre.com**

The deadline for the position is **Monday 29th January**.

Interviews will take place week commencing **Monday 5th February**.

DIVERSITY STATEMENT

Hampstead Theatre believes that theatre and the arts must be relevant and accessible to the many, not just to the few, irrespective of race, class, gender or any other defining characteristic. Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds. As such, we welcome applications from candidates from all diverse backgrounds.

ACCESS STATEMENT

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.



THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.

Our belief: To entertain the world with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Brian Friel and Terry Johnson – to name just a few. Original thinkers, every one.

We're still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like *Sunny Afternoon* to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei*, *Di and Viv* and *Rose, Wonderland* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London's newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It's from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It's part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here's to the future – it belongs to those who cherish originality.



DEPUTY HEAD OF STAGE – JOB DESCRIPTION

BACKGROUND INFORMATION

The Deputy Head of Stage works alongside the Head of Stage in delivering all scenic and staging aspects of Hampstead Theatre productions to the highest possible standards. They also crew shows and undertake stage maintenance for the department and building maintenance for the theatre overall.

The Production Department is led by the Technical Director and also includes Head of Stage, Head of Lighting and Sound, and Deputy Head of Lighting and Sound.

Freelance Production Managers and stage management teams are recruited to work on a show-by-show basis.

RESPONSIBILITIES INCLUDE:

Production

- Fulfill the technical stage requirements for every production.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- Running fit-ups, get-outs and seating turnarounds.
- Building scenery and props.
- Working as show crew, based on staff rotas.
- Assisting in other areas of the Production Department as required.

Staffing

- Assisting with the recruitment and management of casual staff within the stage department.
- Promoting good working practice within the stage department and providing adequate supervision of casual stage staff.

Health and Safety

- Becoming familiar with and complying with current Health & Safety regulations relevant to the industry and company.
- Ensuring that safe working practices throughout the building adhere to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Contributing to risk assessments for stage elements of productions and general risk assessments for specific areas of work within the department.



- Servicing stage equipment in compliance with relevant legislation and maintaining accurate records thereof.
- Maintaining COSHH, LOLER and any other Health & Safety records relevant to the department as required.

Maintenance

- Ensuring all backstage areas are kept tidy and maintained in an appropriate manner.
- Ordering new equipment and consumable supplies as required within budgetary constraints.
- Planning and carrying out of minor alterations and improvements to the building as may be necessary.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Equal Opportunities, Health & Safety and other policies at all times.
- Carrying out administrative work generated by the above activities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



DEPUTY HEAD OF STAGE - PERSON SPECIFICATION

- Previous professional experience in a producing theatre.
- Knowledge and experience of stage rigging and scenery principles.
- Experience of Counter Weight or Hemp flying systems.
- Good stage carpentry skills.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised.
- Good communication skills.
- Ability to remain calm whilst working under pressure.
- Available to work scheduled evenings and weekends.
- Ability to carry out the physical demands of the job.
- Ability to interpret and work from technical drawings.
- Ability to comfortably work at height.
- Previous experience running a crew on fit ups and get outs.
- A working knowledge of AutoCAD



DEPUTY HEAD OF STAGE

TERMS AND CONDITIONS

This is a full-time permanent position, with a three-month probationary period.

The salary is c. £29,000 per annum

A normal working week consists of 43-hours, Monday to Saturday. Overtime is payable for hours worked in excess of this and for hours worked on Sundays, Public Holidays and overnight. Regular evening, weekend and overnight work will be required.

Holiday entitlement is 28 days annual leave plus Public Holidays.

Other benefits:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.