



HAMPSTEAD THEATRE RECRUITMENT PACK FOR HEAD OF STAGE

Thank you for your interest in the role of **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 applications is **Midday on 31st January 2020.**

Interviews are likely to be held w/c 3rd February 2020

Diversity Statement

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, with colleagues who work here in whatever capacity and the audience we welcome. We must ensure we engage with people from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre.

Hampstead Theatre's diversity action plan, which is reviewed regularly at board level, commits the organization at all levels to making positive, measureable and tangible changes to achieve these goals.

We are especially keen to receive applications from people of colour, trans people and disabled candidates. All disabled candidates who demonstrate they meet the essential criteria for the role will be invited for interview.

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. jobs@hampsteadtheatre.com. All disabled candidates who demonstrate they meet the essential criteria will be invited for interview.

Privacy Statement

Hampstead Theatre takes its responsibility for protecting your personal information seriously.

Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application form will be limited only to those individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application form and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information on our privacy policy can be found here:
<https://www.hampsteadtheatre.com/company/privacy-policy/>



Hampstead Theatre information

An introduction

Welcome to Hampstead Theatre, the home of original and entertaining new work. Since 1959, our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. From Harold Pinter testing out his early plays to the likes of Mike Leigh, Michael Frayn, Abi Morgan, Rona Munro, Shelagh Stephenson – original thinkers, every one.

Our mission has not changed. 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 Olivier Award winning musicals like *Sunny Afternoon* to mould-breaking plays like *The Arrest of Ai Weiwei*, *The Intelligent Homosexual's Guide to Capitalism and Socialism with a Key to the Scriptures*, *Good People*, *Wonderland* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic stadium.

Our state of the art auditoriums (Main Stage and our intimate Downstairs studio) allows our writers, actors, directors maximum creative flexibility. It's from this base that we will take our work to the wider world. On Tour. To the West End. To the Internet. We've live streamed several productions entirely for free in recent years. Last year, we put a full-length play on Instagram for the first time, *I and You*, starring Maisie Williams. Our ambitions are big. 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.

Recent awards

- Sharon D. Clarke wins the Olivier Award for Best Actress in a Musical for *Caroline, or Change* (Main Stage), 2019
- Ella Road's *The Phlebotomist* is Olivier nominated for Outstanding Achievement in an Affiliate Theatre (Downstairs), 2019
- Moe Bar-El is Olivier nominated for his performance in *Every Day I Make Greatness Happen* (Downstairs), 2019
- Ella Road's *The Phlebotomist* (Downstairs) is a finalist for The Susan Smith Blackburn Prize, 2019
- Georgia Christou is nominated for Best Writer for *You Two* (Downstairs) at The Stage Debut Awards 2018
- Rajiv Joseph's *Describe the Night* (Main Stage) wins Best New American Play at the Obie Awards 2018
- Sarah Burgess' *Dry Powder* is Olivier nomination for Best New Comedy (Main Stage), 2018
- Fiona Doyle's *The Strange Death of John Doe* (Downstairs) is a finalist for The Susan Smith Blackburn Prize, 2018
- Branden Jacobs-Jenkins wins the Critics' Circle Award for Most Promising Playwright for *Gloria* (Main Stage), 2018



JOB DESCRIPTION

Job title: HEAD OF STAGE

Reports to: TECHNICAL DIRECTOR

Responsible for: DEPUTY HEAD OF STAGE, FREELANCE SHOW AND STAGE STAFF

Hampstead's production team prides itself on fulfilling the expectations and requirements of each performance at Hampstead Theatre and delivering the highest production values.

The Head of Stage leads the stage department to deliver on all technical staging aspects of the Hampstead Theatre productions. They also lead on stage and equipment maintenance and departmental needs across each season.

OVERALL RESPONSIBILITIES

PRODUCTION

- Facilitating, overseeing and realising the technical staging requirements for each production.
- Keeping the Technical Director fully informed of all areas of production expenditure and providing costings.
- Attending production meetings, rehearsals, technical rehearsals, get-ins, get-outs and performances as required.
- Overseeing and running all fit-ups and get-outs in the Main House and Studio.
- Designing, overseeing and advising on all rigging and flying activities and ensuring they are carried out in a safe manner.
- Costing, drawing and building full studio show sets and scenery for main house shows.
- Working within budget for staffing, production costs and maintenance.
- Training and providing cover for show crew as required.

STAFFING

- Recruiting and managing all stage staff.
- Scheduling and supervising stage staff, according to the needs of the Theatre and keeping an accurate record of hours worked.
- Promoting good working practices and maintaining high production values at all times.
- Ensuring appropriate training and induction is given to all stage staff.

HEALTH & SAFETY

- Being familiar with, and keeping the Production department up to date and abreast of all relevant industry Health and Safety regulations.
- Ensuring that all stage staff comply with safe working practices throughout the building, adhere to the in-house Health & Safety policy and within Health & Safety regulations generally.
- Creating risk assessments, method statements and lifting plans for all stage elements of a production, and updating or creating general risk assessments for areas of work within the department.
- Complying with CDM regulations during get ins and outs. Working with the Technical Director to ensure safe working practices are being employed at all times and by all staff.
- Producing and maintaining LOLER & COSHH and any other Health & Safety records relevant to the department as required.



MAINTENANCE

- Planning, budgeting and carrying out maintenance tasks within the department.
- Liaising with and supervising outside contractors carrying out inspections and maintenance.
- Ensuring the habitual upkeep of stage and workshop equipment, including annual inspections and regular maintenance and keeping good record of equipment and the maintenance thereof.
- Planning and carrying out repairs, alterations and improvements to the Theatre building.

GENERAL

- Developing medium and long-term plans to accommodate Hampstead Theatre's technical requirements.
- Contributing to the development of departmental policies and practices.
- Ensuring all backstage areas are kept tidy and maintained in an appropriate manner.
- Identifying and completing required training needs.
- Ensuring the stage department comply with GDPR and the theatre's privacy policy.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre
- Complying with Hampstead Theatre's Diversity, Health & Safety, GDPR 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.



PERSON SPECIFICATION

- Previous technical stage experience working in a producing theatre.
- Previous experience of working with and supporting creative teams.
- Proven leadership skills, with experience of managing teams and staffing requirements for fit-ups, get-outs and running shows.
- Excellent carpentry and metal work skills.
- CAD drafting skills (AutoCAD).
- Thorough knowledge and practical experience of stage and rigging techniques.
- Experience of Counter Weight flying systems including front line maintenance.
- Experience of powered stage machinery including stage lifts and motors.
- Awareness of Health & Safety issues, including a working knowledge of COSHH, LOLER and other related legislation.
- 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 of working with and producing risk assessments.
- Knowledge and/or training in managing Health & Safety such as First Aid, Manual Handling, IPAF and Working at Height
- Computer Literate, including Word and Excel.



TERMS AND CONDITIONS

This is a full-time permanent position.

The salary is £33,000 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.

During the first three months' probation there will be two weeks' probation, after which the notice period will be eight weeks.

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.