



Head of Stage

Salary: Circa £40,000 per annum OTE

Theatre Royal Bath is one of the country's leading presenting theatres. Its production subsidiary, Theatre Royal Bath Productions, regularly mounts productions for tour and the West End. The Ustinov Studio, the theatre's second space, is one of the leading small-scale venues in the South West, and the egg is the theatre's mould-breaking theatre for children and young people.

We are seeking an experienced individual to lead the stage department at The Theatre Royal Bath. This role that will primarily be based in the Main House, but will involve work in the Ustinov Studio and *the egg* theatre.

The successful candidate will need to have good leadership skills combined with an excellent knowledge of Stage carpentry, Rigging and Health & Safety Management.

For more details, or an application pack, please contact:

Joe.wright@theatreroyal.org.uk / Tel: 01225 823474 Closing date for applications is 26th April 2024

Interviews for the post will be held week commencing 29th April 2024

Theatre Royal Bath is committed to the Principle of Equality of Opportunity and Access.



April 2024

Dear Applicant

Theatre Royal Bath – Head of Stage

Thank you for your interest in the above post. I enclose the following:

1. Background to the Theatre Royal Bath
2. Job Description and Person Specification
3. Application Form

If you wish to take your application further, please return the completed application form to reach us no later than 26th April. Interviews will take place week commencing week of the 29th April.

Thank you for your interest in the Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely

Joe Wright
Technical Manager



BACKGROUND TO THE THEATRE ROYAL BATH LTD (TRB)

The Theatre Royal Bath is one of the oldest continually working theatres in the country, having originally opened in 1805. A Grade II* listed building, it is described by the Theatres Trust as "One of the most important surviving examples of Georgian theatre architecture". The Theatre Royal Bath comprises three auditoria – the historic Main House, the innovative Ustinov Studio and the Egg Theatre – which between them programme the best of UK touring and international theatre, many productions either prior to or direct from the West End, a mix of drama, comedy, ballet, opera and musical theatre and dedicated work for children and families throughout the year. Theatre Royal Bath is a registered charity with a charitable purpose to provide high quality entertainment and creative learning opportunities for the community.

Regular visitors to the Main House include the National Theatre, The Royal Shakespeare Company, English Touring Opera, Rambert Dance and much-loved and award-winning UK and international actors. The Main House also hosts one-night events (Sundays) ranging from stand-up comedy with leading comedians to illustrated talks and music events.

Since 2011, under the direction of first Laurence Boswell, and now the internationally acclaimed and multi-award-winning opera and theatre director Deborah Warner, the 120 seat Ustinov Studio has transformed to an internationally acclaimed venue for innovative, creative theatre and performance including dance and opera.

In 2005, Theatre Royal Bath opened The Egg Theatre – one of the first venues in the country programming exclusively for children, young people and their families - which quickly built a reputation for high-quality productions. As well as a fully equipped auditorium, The Egg also provides a foyer café, workshop spaces and a roof-top rehearsal space which have all been designed to make the building as accessible to children as possible. The Egg is also home to a varied programme of creative learning, a thriving Theatre School and since 2016, the Bath Theatre Academy which offers full-time, level 3 qualifications for 16-19 year olds in performance and production arts.

Theatre Royal Bath Productions is the theatre's producing arm and has become one of the country's most prolific producers and co-producers with productions touring nationally and regularly transferring to the West End and overseas.



Job Description

April 2024

Job Title:	Head of Stage
Department:	Technical
Reporting to:	Technical Manager
Responsible for:	Deputy Head of Stage, Head Flyman, Stage Casuals

Objectives

- To achieve and maintain a high standard of excellence for the Theatre Royal Bath, in particular the Technical Department.
- To work as a member of the Technical Team in a professional and supportive manner.

Key tasks and Responsibilities

- To oversee the provision of Technical Staging services in the three auditoria, and effectively rota the technical and human resources of the technical department as directed by the Technical Manager.
- To manage effectively the budgets assigned by the Technical Manager.
- Negotiating the get-outs and agreeing weekly hires contra with visiting companies.
- To fit-up and get-out as directed, the sets and staging for productions across the TRB Site as directed by the Technical Manager.
- To ensure the smooth running of all performances with a willingness to rectify any faults both technically and building operationally that may arise at the earliest opportunity and to the best that circumstances will allow
- To oversee and manage effectively the maintenance of the Theatre Royal stage installations and work areas. Namely the flying systems, lifts, winches, tools, the fire curtain, scene docks, hoists, stage areas

Key tasks and Responsibilities - continued

- To organise as required effective timetabling of the staffing and liaise when appropriate with the house Chief Electrician and visiting Company Manager over day-to-day staffing calls
- To be available as required to give talks, demonstrations and technical support for events organised by the In-House Departments and for Tours, Friends and Associates as required.
- To fulfil the Theatre Royal Bath Health and Safety regulations, including fire procedures and the recording of any accidents in the book provided.
- To ensure that effective systems and working practices are instigated and maintained in the department as directed by the General Manager.
- To recruit and induct casual Stage staff ensuring their competence and induction is measured and monitored.
- Lead on the CDM inductions during fit ups and get-outs.
- To properly complete a timesheet for every working week, provide information required by Theatre Royal Bath, medical forms, holiday forms, etc.
- To abide by the financial coding, management and monetary systems laid down by the Theatre's Finance Department.
- To ensure Maintenance programs are fulfilled and all appropriate paperwork and reports are completed.

Ancillary and Special Responsibilities

- To undertake further training as required.
- To deputise for the Technical Manager in their absence.
- To take an active lead on the organisation's health and safety working group.
- Undertake Building maintenance as directed by Technical Manager



Person Specification

April 2024

Job Title: Head of Stage

Department: Technical

Essential Experience

- Must have worked for at least 2 years in the theatre industry.
- Experience in staff recruitment, training, motivation and supervision.

Desirable Experience

- Prior experience in a technical department of a similar size venue.

Essential Skills

- Strong interpersonal and diplomacy skills.
- Excellent knowledge and experience of stage carpentry.
- A thorough knowledge of stage and rigging techniques.
- Proven leadership skills and the ability to run fit-ups and get-outs.
- Ability to read technical drawings.
- Knowledge of Technical Standards for Places of Entertainment.
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry. In particular, LOLER, PUWER and CDM (2015).
- Computer literate on MS Office applications.
- Budget management experience.
- Excellent organisational and proven time management skills.
- Ability to work under pressure.
- Ability to work flexible and anti-social hours.
- Ability to maintain a good relationship with visiting production staff at all times.

Desirable skills

- Ability to produce and edit technical drawings on CAD software.
- Full Clean driving license.
- First aid training.
- Welding and metalwork skills.
- Working at Height training.
- Health & Safety training.
- Recognised rigging certificate
- Recognised health and safety qualification i.e. IOSH



Important notes on salary:

Position: Head Of Stage

Department: Technical

Salary: £33,009.60 + o/t & get-outs
OTE circa £40,000

Due to the nature of work within the technical department, the successful candidate will be expected to work on Sundays when necessary, and get outs on a weekly basis. Therefore, the basic salary is not reflective of the expected total earnings.

