



HEAD OF STAGE



School Girls: Or the African Mean Girls Play
Photo by Manuel Harlan



Accidental Death of An Anarchist
Photo by Helen Murray



Iphigenia in Splott
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

LYRIC VALUES

Work with integrity and respect

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

Every day we learn and grow

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

Be ambitious and action-focused

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

Serve our West London community

We are here for the people of West London, every decision we make and action we take should benefit our community.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** by email to jobs@lyric.co.uk and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Wednesday 18th September 2024**. We will conduct interviews as suitable candidates apply and we're ready to hire if we find the right person before the job ad closes.

If you would like to submit your application in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday– Friday)

DESCRIPTION FOR THE POST OF HEAD OF STAGE

Responsible to:	Head of Production
Responsible for:	Stage Deputy
Contract:	Full-time, permanent role
Salary:	£39,200 per annum
Hours/Days:	<p>The Lyric operates a system of annualised hours for production and operations staff and the post-holder's pattern of work will be determined by the needs of the job</p> <p>The Lyric has a House Agreement that details our approach to annualised hours for all staff.</p>
House Agreement Type:	Production Agreement
Holiday:	30 days per annum, including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Three months
Probationary period:	Six months
Pension:	3% pension contribution after qualifying period

Other benefits include: Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The production team comprises of:

Head of Production

Dep Head of Production

Company Stage Manager

Head of Stage – This role

Stage Deputy

Head of Lighting

Lighting Deputy

Head of Sound & Video

Sound Deputy

Head of Costume

Costume Deputy

Studio and Events Technical Manager

MAIN PURPOSE OF POSITION

To manage Lyric stage staff, working with other technical departments and visiting directors, designers and technicians to present both Lyric and visiting companies' work to the highest possible standard in a friendly and efficient manner; to ensure proper maintenance of all areas of the Lyric.

PRINCIPAL DUTIES

Staff Management

- To lead the stage department in carrying out agreed projects in the most efficient way.
- To manage both permanent and casual staff and, in consultation with the Head of Production, to discuss and agree calls for work, holiday arrangements and sickness cover etc.
- To attend production and department meetings, keeping stage staff fully informed of planned work schedules and deadlines, and contributing to the development of Lyric policy in all areas.

Productions

- To take part in and organise the smooth running of all get-ins, fit-ups and production periods, performances, and get-outs for all productions at the Lyric.
- To be present for dress rehearsals, previews and press nights as necessary for both Main House and Studio productions.
- To provide technical support in a helpful and efficient manner and liaise with other technical departments.
- To share the crewing of performances with other members of stage staff.

- To oversee and implement the construction of any scenic items. To be responsible for the technical drawing of these and the cost effective ordering of materials as agreed with the Head of Production.
- To effectively manage any given budgets and pay close attention to relevant staff hours and their financial implications.
- To assist the Head of Production in the planning and preparation for all productions.
- To attend all production meetings and fully prepare for all production periods, including purchasing/hiring of all specialist equipment and materials.
- To keep the Head of Production fully informed about the work of the department, and set and agree all production schedules and deadlines for work.
- To work with the Head of Production in liaising with all visiting companies and artists on schedules and technical support. If required, to organise and chair production meetings, taking notes and distributing to companies working at the theatre as well as internal Lyric departments.
- To liaise with and assist Lyric Stage Management during rehearsal periods and performances, especially with transport, setting up and clearing rehearsal spaces, and making props or furniture.

Touring

- Working at other venues and on tour, where appropriate and as agreed with the Head of Production.
- Liaising with resident staff at other venues.

Maintenance

- In consultation with the Head of Production, to ensure the proper maintenance of all equipment in workshops and on stage, including safety curtain, drencher, lantern, flying systems and traps etc.
- To plan and control any agreed improvements to stock items of equipment. To keep all workshop spaces, scene docks, performance and backstage areas clean and free from hazards at all times.
- To organise, keep clean and tidy all storage areas within the Lyric and other outside areas. To be responsible for stocks of stage ironmongery, paints and tools, maintaining adequate stocks in a secure and tidy manner.
- To plan, cost, and supervise any agreed work in Front of House areas, in consultation with the Head of Operations.

Health and Safety

- To be responsible for Health and Safety in the workshop, stage, Studio and scene docks.
- To ensure that all staff comply with Health & Safety requirements and carry out their work in a responsible manner employing good working practices at all times.
- To ensure that any requirements of the local authority or fire departments are fully complied with.

GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.

- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Head of Production as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Essential Criteria

- Proven relevant experience in stagecraft and general construction.
- Experience of managing staff.
- Ability to manage deadlines and work well under pressure.
- Thorough knowledge and practical experience of stage and rigging techniques, including counterweight flying systems.
- Thorough knowledge of powered stage machinery including stage lifts and motors
- Ability to comfortably work at height
- Good administration and IT skills including AutoCAD.
- Ability to demonstrate initiative and adaptability.
- Ability to work calmly under pressure.
- Excellent verbal communication skills.
- Able to work well within a team.
- Good metalwork and woodwork skills.
- Knowledge of current health and safety guidelines.

Desirable Criteria

- First aid qualification
- Full Driving License
- Working and Rescue at height qualification
- Use of Tallescope and Tallescope Rescue qualification
- Previous experience in conducting Risk Assessments

EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy,

and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and supports parents and carers working in theatre.

APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

LYRIC CONTACT DETAILS

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.