



ROYAL EXCHANGE THEATRE

JOB DESCRIPTION

ROLE: Deputy Head of Technical Stage

SALARY: £33,660 per annum

HOURS: 40 per week- evening and weekend work will be required

CONTRACT: Permanent

RESPONSIBLE TO: Head of Technical Stage

AREA: Production

JOB OVERVIEW

This is an exciting time to be joining the Royal Exchange Theatre, as we expand our teams and welcome people into our Grade II listed building in the heart of the city centre. The current climate brings great challenges but has also created opportunities to rethink and evolve, allowing us to create new ways of working that are fitting for this new era.

At the Royal Exchange the whole Production team is included in the creative process and the Technical Stage department work closely with the Sound and Lighting departments, the rest of the Production Team and freelancers to coordinate the efficient operation, delivery, and maintenance of technical stage resources across our spaces both on and off site, involving activities and work with professionals and non-professionals.

This includes the delivery of productions and collaboration with other staff and freelancers to ensure that all projects and outcomes enjoy a process rich with imagination and innovation resulting in the highest technical and artistic standards within agreed parameters.

The Deputy Head of Technical Stage will work closely with the other specialist departments to ensure the efficient delivery, maintenance, operation and storage of resources and equipment across our sites and spaces. This includes supervising and finding staff and crew for activities during fit-ups and get-outs as well as first line maintenance and upkeep of technical stage equipment and spaces. This will at times require you to work evenings, weekends and some unsociable hours. The role will operate stage and automation equipment on productions, as and when is required.

This role may lead on specific projects and productions involving work with professionals and non-professionals in our studio, main space or off-site engaging with the communities of Greater Manchester and will also recruit casual technical staff and contribute to training and development activities with trainee technicians, our Young Company, and others.

This would be a good role for an experienced technician looking to develop their production, technical management or specialist rigging, automation or fabrication skills. Training and development opportunities will be offered where appropriate.

ROLE FUNDAMENTALS

- Working closely with the Head of Technical Stage and Specialist Production team heads of department, advise and collaborate with freelance creatives and the wider Production team to assess and interpret designs for RET productions across our spaces. This will involve attending design meetings, interpreting designs and communicating with relevant team members where required.
- Liaise with our facilities manager and external contractors to maintain access kit, lifting equipment and accessories and ensure that appropriate records are kept in line with LOLER



- Ensuring relevant Health and Safety documentation, including risk assessments, method statements and other documentation are up to date.
- To work on productions during the run as required.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and ensure that Risk Assessments, Safe Systems of Work and Method Statement are carried out for your area.
- Deputise for the Head of Technical Stage when appropriate, particularly during fit-up and get-out`s and solve technical problems as necessary.
- Prepare and rig practical items and effects in our spaces.
- Arrange for the timely ordering and delivery of equipment keeping within agreed budgets whilst maintaining accurate records of expenditure.
- Manage technical stage staff as required by the programme and ensure that accurate timesheets are kept.
- Read show reports and respond in a timely manner to ensure that scenic and technical elements onstage are maintained in a safe and presentable condition.
- In liaison with our Hires Manager and Engagement team coordinate set up and removal of equipment and other elements used for rehearsals, hires and events in our theatre spaces.
- Maintain equipment and storage spaces across our sites in a safe and professional fashion and coordinate transport logistics between them. This includes spaces at the main theatre building, our workshop in central Manchester and our store in Salford.
- Ensure that up to date inventories of stage equipment and adequate stocks of consumables are held.
- Assist with technical work across our spaces as required by the programme.
- Work with the Head of Technical Stage, external specialists and design teams to deliver the automation requirements of a production.

GENERAL

- Be an imaginative and innovative maker and collaborator.
- Take a proactive and organised approach to your work.
- Ensure excellent housekeeping in all relevant working areas.
- Attend meetings, rehearsals and ongoing evaluation and reflection of our work as required.
- Support and engage with workshops or training for apprentices, work placements or Young Company members as appropriate.
- Be aware of other teams' work, to help achieve RET's aims and work well with colleagues across the organisation.
- Engage with projects and events led by other teams.
- Work to the Equality and Diversity policy of the RET and help to achieve the theatre's diversity action plan.
- Have an awareness of, and comply with, Health and Safety at Work and work to RET's Health and Safety Policy.
- Work to other guidelines, procedures and policies provided by the company.
- Take part in working groups and training sessions as required.



- Support RET's sustainability aims.

CORE COMPETENCIES

- A wide skill base in technical theatre, particularly those relating to rigging and lifting equipment.
- Excellent stagecraft skills including the ability to plan and make.
- Artistic sensitivity and understanding towards design ideas and designers and the ability to fulfil the expectations of the design.
- Experience at supervising, managing, and working within a team.
- Ability to communicate effectively with people at all levels.
- Able to work well under pressure and to plan and prioritise work effectively.
- Experience of Health & Safety practice and procedures, to include Risk Assessments and method statements.
- Flexible approach to working, including the ability to work evening hours and weekends.
- Highly organised
- Excellent logistical and problem-solving skills.
- Strong commitment to achieving high standards.
- Strong commitment to the work and values of the theatre
- Excellent IT Skills

DESIRED COMPETENCIES

- Experience of automation for productions, including planning and installation of the automation systems.
- Experience with eChameleon software, the illusionist console and a range of automation equipment
- A passion/interest in live performance and theatre-making
- Excellent understanding in the principles of lifting and safe systems of work.
- Competence in use of CAD software
- PASMA qualification
- IPAF qualification
- Ability and willingness to drive a van (Category B)
- Other relevant qualifications within the industry
- Industry and Greater Manchester links

WHAT WE WILL PROVIDE

- A supportive, inclusive, and collaborative working environment. We will consider everyone's needs and improve where we can.
- Safe routes and structures to report anything that has a negative impact. We'll keep learning and growing.
- Personal and professional development opportunities
- Ongoing training such as inclusivity, anti-racism, unconscious bias, mental health, and wellbeing
- A stimulating and creative workplace where everyone's opinions and ideas can be shared
- Competitive salaries and opportunities to contribute to pensions
- Access to mental health and wellbeing services



RET VALUES AND BEHAVIOURS

We are invested in the people we work with and their values and behaviours. We want all our team to display and live by the following principles:

ACCOUNTABLE

- We take ownership of our own part and are accountable for our own decisions.
- We trust others to be responsible for what they do, and how they do it, to drive the aims of RET and its future.
- We will challenge people and practice, as well as support them, to achieve our aims especially in our active commitment to removing discrimination.

HONEST

- We will ask difficult questions, feel empowered to do so and give and receive feedback, even if it is difficult to say or hear. This is vital for equality, diversity, and inclusion.
- We will be empathetic and demonstrate emotional intelligence.
- We will apologise if we have done something wrong – and move on.

OPEN

- We will develop the appetite to learn and grow, so that we can be truly open to anyone and everyone.
- We will be collaborative, flexible and adaptable in how we do things and get “stuck in” if we see others need help.
- We will welcome innovation and show entrepreneurship where we can.