

Assistant Head of Automation & Stage

Job Description

Person Specification

DEPARTMENT: Technical – Stage & Automation
REPORTING TO: Head of Stage & Automation

POSITION SUMMARY

MAIN JOB FUNCTION

In conjunction with the Head of Stage & Automation, provide clear and effective leadership and support of the Stage & Automation team and wider Production Department. Ensure all Made at Curve and Visiting Productions are presented to the highest standard. Assist in the development and running of effective maintenance routines to ensure Curve equipment is maintained to a high standard. Take an active role in the development and mentoring of Technicians.

RELATIONSHIP/POSITION IN THE ORGANISATION

KEY WORKING RELATIONSHIPS

Production Manager, Freelance Production Managers, Head of Technical, Heads and Assistant Heads of Departments, Senior Technicians, Technicians, Production Co-ordinator, Casual Staff, Executive Producer, Artistic Director and all Creative Teams.

Responsible to: Head of Stage & Automation

Responsible for: Senior Stage & Automation Technicians, Stage & Automation Technicians, Casual Technicians, Apprentice Technicians.

JOB DESCRIPTION

DUTIES/RESPONSIBILITIES

1. Provide the professional role and function of Assistant Head of Automation & Stage to all areas of the theatre and building in preparation for and duration of performances and events, with specific focus on the automation systems.
2. Contribute to the smooth running and leading of get-ins, fit ups, rehearsals, performances, changeovers and get outs, dependant on scheduling.
3. Ensure all productions are presented to the highest standards and make proper use of available facilities.
4. Provide support and advice to all other areas of the theatre regarding the safe and proper use of Automation equipment, specifically TAIT (stage technologies) nomad system, including mentorship and development of technicians on these systems.
5. In conjunction with the Heads and Assistant Heads of Department, plan and prepare the theatre to the specifications of visiting companies, including liaising with and assisting

visiting technical departments, rigging and operating a wide range of technical equipment and scenery for and during performances.

6. In liaison with the Heads and Assistant Heads of Department, provide strong, effective and clear assistance and leadership when required on a day-to-day basis for other Senior Technicians and Technicians for all work carried out in the theatre, with particular emphasis on areas involving automation.
7. In conjunction with the Heads and Assistant Heads of Department, help plan and deliver an effective programme of maintenance and testing for the automation systems and equipment falling under LOLER regulations, including the updating of relevant records and H&S paperwork.
8. In conjunction with the Heads and Assistant Heads of Department, schedule and plan working hours and book crew when necessary.
9. To undertake the implementation and management of automation training for department members, including mentorship of individual technicians.
10. In conjunction with Senior Technicians work alongside contractors, freelancers and artists and assist them in their work on fit ups and production periods, ensuring all areas are ready for technical rehearsals.
11. In conjunction with the Senior Technicians ensure that adequate stocks of consumables are held and all working, and storage areas are kept safe and tidy.
12. Assist in managing the maintenance of theatre spaces and equipment and any other production facilities or equipment engaged by the company.
13. Cover the position of Technical Duty Manager on a rota basis and manage other technical departments in the absence of the relevant manager, including unlocking and locking of the building.
14. Support of and liaison with production creative teams and producing personnel as appropriate.
15. Collaborate with co-production partners ensuring that the technical production elements of co-productions are undertaken successfully.
16. Maintain the security and confidential status of all information so designated and to always conduct all activities in a professional manner.
17. In conjunction with the Head of Department and Director of Production, authorise and approve spend against show and department budgets.
18. To actively support the Head of Department in the management and leadership of the Senior technicians and technicians across the department with specific focus on the Stage and Automation team.
19. Uphold the principles of, and adhere to, company policy and procedures relating to General Data Protection Regulations and to ensure that all data is dealt with in accordance with current legislation.
20. Take reasonable care of your own Health and Safety and that of others who may be affected by your actions. Co-operate in the implementation of LTTs Health and Safety and Environmental policies and their supporting arrangement and statutory regulations and codes of practice.
21. Be an ambassador and advocate for Curve and promote Curve's company values and behaviours.



RUTLAND STREET, LEICESTER LE1 1SB
ENQUIRIES: 0116 242 3560 TICKETS: 0116 242 3595
WWW.CURVEONLINE.CO.UK

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22. In absence of Head of Department to manage department annual leave.
23. Undertake any additional tasks as may reasonably be required from time to time.

It is a requirement of Curve that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Assistant Head of Sound & Video will be required to work weekends and evenings for the proper performance of their duties. Please note that the job description for this position may be reviewed and amended to incorporate the future business needs.

PERSON SPECIFICATION

Essential: the successful candidate will meet the majority of these requirements

Experience

- A minimum of 2 years' experience within a producing theatre environment.
- Ability to communicate with staff at all levels.
- Commitment to finding innovative and reliable solutions to the challenges of design and delivery of the company's work.
- Experience of leading a team of staff during fit ups.
- Experience of liaising with designers with an aim to achieving their visions in a practical fashion.
- Experience of working with and managing assigned budgets
- Experience of liaising with outside companies.
- Comfortable working at height.

Skills and Knowledge

- Knowledge of using and maintaining Automated flying systems.
- Skilled at rigging equipment according to plans provided by designers and visiting companies.
- Working knowledge of modern theatre equipment and Automations systems.
- Skilled at maintaining and repairing equipment according to a planned maintenance schedule.
- Ability to fault find at a high level.
- Ability to lead and supervise large teams including across departments.
- Ability to mentor and develop junior staff on automated systems.
- Computer literate with Windows, MS Office Suite and SharePoint.
- Good Logistical and planning skills.
- Good written and verbal communication skills.

Education, Training and Qualifications

- Educated to a minimum of GCSE (or equivalent) level including Maths and English.
- Evidence of a continued personal development and vocational training.
- Experience of Health & Safety practice and procedures.

Personal Attributes

- Commitment to the work of Curve theatre.
- Natural leader & Team player.
- Ability to work well under pressure and independently to task.
- Ability to plan and prioritise work effectively.
- Commitment to achieving high standards with the resources available.



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- Commitment to equality of opportunity and staff development.
- Flexible approach to working, including the ability to work unsocial hours.
- Experience managing staff including constructive criticisms and reprimands.
- Clean smart appearance.
- Positive outlook.

Desirable: the successful candidate should meet some of these requirements

Experience

- Experience with TAIT / Stage Technologies NOMAD System or other theatrical powered automation systems.
- Experience with management and administration of rotas.
- Experience processing technical riders.
- Experience of touring in a responsible job role.
- Experience of production or project management.
- Ability to interpret technical drawings.
- Experience conducting LOLER thorough examinations.

Skills and Knowledge

- Awareness of current trends in theatre technology.
- A practical knowledge of LOLER, PUWER, COSHH and other relevant Health and Safety regulations.
- A practical knowledge of electrical safety within the workplace.
- Knowledge of safe rigging practices, including but not restricted to rigging and use of motor hoists, manual chain hoists, counterweight and hemp flying, knot tying, rigging fixtures, use of slings and shackles.

Education, Training and Qualifications

- Full UK Driver's Licence.
- Technical theatre training course certificate or degree gained at a Drama School or equivalent HE college.
- First Aid trained.
- IPAF 3a/3b.
- Tallescope training.
- LOLER Inspection Training.

Personal Attributes

- Ability to present ideas in formal surroundings.
- Ability to deliver informal training
- Desire to progress to a management role.

SUMMARY OF TERMS

Contract

Full time, permanent, annualised hours (42 hours per week)



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Salary	£33,677.28 per annum
Probation period	6 months, with one month's notice on both sides
Notice period	2 months, following successful completion of probationary period
Pension	Company auto-enrolment scheme
Holidays	25 days plus statutory Bank Holidays (pro rata)
Benefits (non-contractual)	Complimentary tickets Curve membership Discounted food and drinks in the Café/Bar Employee assistance programme Eyecare vouchers scheme Health cash plan Life assurance scheme Staff wellbeing programme Travel loans

ENVIRONMENTAL STATEMENT

At Curve Theatre, we recognise the vital importance of safeguarding the environment for current and future generations. To inspire positive change and promote sustainability, Curve Theatre has developed its 'Environment - Statement of Intent'. All work carried out at Curve will be done so with regard to this statement in order that our environmental goals can be met.

CURVE VALUES

Creativity - Nurturing imagination and talent to produce excellence.

Community - Working together to enrich the lives of our audiences, communities and the people around us.

Respect - Valuing the qualities, opinions and achievements of those around you.

Trust - Believing in what we do, the people we do it with, and the work we create.

Inspire - Encouraging people to achieve extraordinary things.

Kindness – Be caring and considerate to others and yourself. Treat people with dignity and empathy to cultivate a positive and healthy environment.



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