



## Head of Stage & Flys

### About Sadler's Wells

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

Over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17<sup>th</sup> century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' staff.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

### Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop academy, all planned to open at the end of 2022.

## **The Role**

The principle responsibility of the Head of Stage and Flys is to assist in the preparation and running of productions, ensuring that all relevant technical requirements are met in a safe and professional manner, and ensuring a high standard of operation at all times. They will also be required to offer support and assistance to the Peacock Theatre and Lilian Baylis Studio, and may be called upon to offer support to Sadler's Wells productions at external sites and on tour.

## **Key responsibilities**

- Be able to interpret and deliver the artistic requirements of creative teams.
- Assist the Technical Manager on all aspects of production work, taking specific responsibility for your area of work and leading in the same.
- Deputise in the Technical Manager's absence, reporting directly to the Director of Technical and Production.
- Liaise with visiting companies to ensure their requirements are met to the highest standards within the resources available
- Maintain a positive and proactive approach to the show and to visiting company requirements and requests.
- Arrange hires and purchasing for shows, working accurately within show budgets, and keeping all documentation clear and up to date.
- Effectively and accurately plan and prepare for incoming and house shows, including safe preparation for all rigging and flying issues.
- Supervise all designated house and casual staff, setting expectations of high production standards and behaviour.
- Be responsible for scheduling casual staff for Stage/Flys, ensuring expenditure on premium payments and overtime is closely controlled.
- Be responsible for maintenance and storage issues concerning Stage/Flys, keeping the Technical Manager informed of issue and requirements.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

- Ensure statutory checks are carried out and documented according to departmental schedules, including but not limited to requirements under LOLER and PUWER, and assets registers.
- Work within maintenance and other departmental budgets and display responsible financial management, identifying improvements and advising on capital projects in reference to lighting and other related infrastructure and equipment.
- Oversee the usage of all tools, equipment and machinery used by the Stage/Flys team.
- Promote a positive approach to Health & Safety and safe working methods at all times, ensuring relevant Health & Safety legislation is applied effectively and appropriate risk assessments are carried out on a regular basis
- Carry out any duties as may be required by the Director of Technical and Production or Technical Manager

### **Additional Responsibilities**

- Assist in the preparation and running of productions, ensuring that all technical requirements are met in a safe and professional manner
- Assist in ensuring a high standard of technical operation at all times
- Foster good working relationships with members of the Technical Department and other Sadler's Wells Departments
- Provide training for other staff as required
- Carry out any duties as may be required by the Director of Technical and Production or Technical Manager
- Ensure that the Trust complies with Health & Safety and local authority licensing legislation
- Maximise income and minimise expenditure without loss of quality in all areas of responsibility
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion, and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premises

*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.*

### **What we are looking for**

The applicant should be a flexible, practical person with excellent stage and flys skills, and experience in professional theatre work. The applicant should be calm under pressure, a good problem solver and be able to work well as part of a team. The applicant should be self-motivated and be confident supervising other staff.

Sadler's Wells is a receiving theatre with very varied seasons, including both artistic and commercial activities. Applicants need to have a flexible approach to working patterns and ideally will have experience of working with either repertory or touring companies. All technical staff members are expected to have the basic skills appropriate to the demands of a 1,500 seat theatre with a varied programme.

Please find below the criteria and core behaviours required to undertake this post.

### **Essential Criteria**

Substantial experience of stage/theatre work to include:

- Experience of working with large-scale opera, dance or ballet
- Experience of working with touring companies and/or venues
- Thorough understanding and experience of health and safety management on productions and a commitment to safe working practice
- Flexible attitude and able to work as part of a team, with the ability to communicate effectively and politely with co-workers
- Proven leadership experience
- Experience of working with management in a cooperative and constructive manner, with understanding of strategic and financial considerations
- Knowledge, skills and experience to an advanced level in automation
- Knowledge, skills and experience to an advanced level in manual flying
- Proven rigging skills to a high level of competency
- Knowledge, skills and experience to a high level in stage carpentry with experience in set construction techniques

## **Desirable Criteria**

- Proficiency in AutoCAD or similar design software
- Knowledge, skills and experience to an advanced level in heavy rigging
- Knowledge, skills and experience to a good level in at least one of the following:  
sound, lighting, video

## **Core Behaviours**

### **Communication and Relationships:**

- Treats people with respect
- Maintains good working relationships and coordinates work with others
- Communicates effectively and shares relevant information, ideas and resources
- Responds positively to instructions and procedures
- Offers assistance to colleagues under significant pressure or stress
- Helps set a tone of cooperation throughout the team

### **Motivation and Commitment:**

- Is committed to doing the best job possible
- Adapts well to changing priorities and deadlines
- Demonstrates a disciplined approach to work
- Actively seeks out and undertakes additional responsibilities
- Identifies and takes opportunities to learn and develop beyond own role requirements

### **Accountability:**

- Takes responsibility for own actions and decision making
- Manages time and workload effectively to maintain high standards under pressure
- Plans work and carries out tasks without detailed supervision
- Takes personal responsibility for safety of self and others

## **Terms and conditions**

Sadler's Wells is a receiving theatre with different patterns of working to other London theatres. Terms and conditions of employment are subject to a House Agreement with BECTU.

Salary circa £36,000 per annum, based on a standard working week of 35 hours, with additional paid breaks where appropriate, taking into account the requirements of shift patterns and in accordance with working time agreements. Working days can be any day of the week, days off will be scheduled appropriately in accordance with the changing requirements of the department and productions.

Annual leave entitlement is 5 weeks for each Holiday Year. If you complete five years' service with the Trust, your holiday entitlement will increase to 5.6 weeks per annum

If you are an eligible job holder, you will be automatically enrolled into Sadler's Wells Trust Ltd. pension scheme

The company offers interest-free season ticket loans

The company offers a Cycle to Work salary sacrifice scheme

The company has a Death in Service insurance policy covering twice the annual salary

The company encourages attendance of performances at both theatres with a discretionary allocation of tickets to employees (subject to availability)

## **Making an application**

A Job Description and Person Specification are included in this document. Read this carefully and if you are still interested in applying for the position shown above, please complete the online application form.

Further guidance on completing your application form can be found via the link below

[Applying for vacancies at Sadler's Wells](#)

**Please submit the online application form by 11.59pm on Sunday 7 April 2019.  
Late applications will not be considered.**

**Interviews will take place week commencing Monday 8 April 2019.**

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