



Automation Assistant Job Description

Job: Automation Assistant

Responsible to: Head of Automation

Salary: Above SOLT/BECTU minima <https://solt.co.uk/what-we-do/rates-of-pay/solt-bectu/>

Probationary Period: 12 weeks

Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required. Exact scheduling to be confirmed.

Start date: September or October 2021, to be confirmed

Location: Piccadilly Theatre, London

Personal Attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by 5pm on Tuesday 6th April 2021.

Your responsibilities may include but will not be limited to:

- Under the supervision of your Head of Department, maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production;
- Working alongside your team, other technical departments, stage management, the acting company and resident creative team members to ensure the efficient flow of information as necessary for the smooth running of the show;
- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required by your Head of Department or the Company Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Assisting with the operation and maintenance of all equipment used by your department, including equipment checks prior to each performance, as requested by your Head of Department;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- Deputising for the Deputy Head of Department in their absence, if requested;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- Assisting your Head of Department in compiling and keeping updated cue sheets and other relevant show paperwork, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date;

- Working in accordance with the Producer's Health and Safety policy, which may include working at height, using appropriate safety equipment and clothing and attending any training deemed necessary;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with these policies;
- Such other services as are customarily provided by an Automation Assistant in relation to the production of a first-class musical stage play; and
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Set Designer, Head of Automation, Company Manager, Production Manager, General Managers or Executive Producer from time to time.