



MJ THE MUSICAL - Head Chaperone Job Description

Job: Head Chaperone

Responsible for: Chaperones / Children's Welfare

Salary: Dependent on experience

Probationary Period: 12 weeks

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

Start date: 8th January 2024

Location: Prince Edward Theatre, London

Preferred: Minimum 4 years' experience as a Chaperone on a large-scale West End musical or equivalent experience.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organization 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.

KEY RESPONSIBILITIES

Responsibilities for the Head Chaperone for the Production will include all the services usually required of the Head Chaperone for a first-class production of the scale of the Production, carried out to the highest professional standard.

The Head Chaperone are responsible for the child cast of MJ the Musical.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- Managing your department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Working in accordance with the Producer's Health and Safety policy, which may include working at height, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your department team members is up to date, personally attending any such

training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;

- Managing departmental staff holidays and ensuring an adequate level of show cover at all times;
- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff 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, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Taking lead responsibility for the operation and maintenance of all equipment used by your department, including equipment checks prior to each performance;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- 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, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Reading and responding to show reports;
- Compiling and keeping 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;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Such other services as are customarily provided by the Head Chaperone in relation to the production of a first -class musical play;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Set Designer, Company Manager, Production Manager, General Managers or Executive Producer from time to time.

All candidates must have the following:

- Valid chaperone license and relevant DBS checks
- Experience safeguarding, supporting and promoting the wellbeing of a child
- Two references of previous employment

To apply: please send a CV and a short covering letter 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 Friday 30th June 2023**. Please note all applicants must have the right to work in the UK.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.