



MOULIN ROUGE! THE MUSICAL | HEAD OF AUTOMATION JOB DESCRIPTION

Job title: Head of Automation

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

Contract: Initially fixed term for one year, thereafter on a rolling basis subject to eight weeks' notice; performances are 6 days week, evening and weekend work will be required.

Probationary Period: 12 weeks

Start date: December 2023

Location: Piccadilly Theatre, London.

Preferred: Minimum 3 years experience as Head of Automation on a large scale West End Musical or equivalent.

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.

Your responsibilities may include but will not be limited to:

- Maintaining the Production as instructed and dictated by the creative team in line with 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 and using appropriate safety equipment and clothing;
- Comply 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 departmental 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 time;
- 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;
- 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;
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;



- Reading and responding to show reports;
- 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;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaise 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 of Automation 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 Company Manager, Production Manager, General Managers or Executive Producer from time to time.

To apply, please send your CV with a short covering letter to joinus@playfuluk.com with your name and the role you are applying for in the subject line. Please send your application by no later than **5pm on Wednesday 27th September 2023**. Please note all applicants must have the right to work in the UK.

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