



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; 6 days per week, evening and weekend work will be required

Start date: As soon as possible

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.

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;
- Comply at all times with the rules and regulations in force at the venues under the control of the Production;
- Having an awareness and understanding of the Producer's employment 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 Head of Automation, 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 Monday 18th December 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.