



## **Job Description**

**Job:** Stage Crew (Dep)

**Responsible to:** Head of Stage

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

**Probationary Period:** 12 weeks

**Contract:** We are looking for people to join a Stage Crew dep pool. The position is on a casual basis, and shifts are not guaranteed.

Performance schedule: Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

**Start date:** as required

**Location:** Apollo Victoria 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](mailto:joinus@playfuluk.com) with your name and the role you are applying for in the subject line by **Tuesday 29<sup>th</sup> October**. Please include 'Wicked Recruitment' in the title of your email. **Please note that applications will be reviewed, and interviews arranged on a rolling basis.**

**To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' 'last name' – CV"**

Personal Attributes: A 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 the Head of Stage, maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- Working alongside your team, other technical departments, 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 the Company Stage 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 the Company Stage

Manager;

- 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;
- Having an awareness of understudy performances ahead of each show and making necessary adjustments, if any;
- Assisting the Company Stage Manager in compiling and keeping updated cue sheets and other relevant show paperwork;
- 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;
- Having an awareness and understanding of the Producer's employment policies;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Producer from time to time.

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WLPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are **Marc Platt, David Stone, and Universal Stage Productions**. In the UK, **Michael McCabe** is Executive Producer and **Playful Productions** are the General Managers.

Please note all applicants must have the right to work in the UK and Ireland.

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