



## **MJ THE MUSICAL – Deputy Head of Automation Job Description**

**Job:** Deputy Head of Automation

**Responsible for:** Automation No. 3

**Salary:** Above BECTU / SOLT minima

**Probationary Period:** 12 weeks

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

**Start date:** August 2025

**Location:** Prince Edward Theatre, London

**Preferred:** Minimum 3 years' experience as Deputy Head of Automation 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 Deputy Head of Automation for the Production will include all the services usually required of the Deputy Head of Automation for a first-class production of the scale of the Production, carried out to the highest professional standard.

For the avoidance of doubt, 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 artistic requirements and direction of the Production;
- working alongside your team, other technical departments, stage management, the acting company, resident creative team members 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 by your Head of Department or company management, 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 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;

- 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; and
- any other duties as may be reasonably required in the course of your duties or as instructed by the Producer from time to time.

**To apply:** please send a CV and a short covering letter outlining your suitability for the role to [joinus@playfuluk.com](mailto:joinus@playfuluk.com) with the role you are applying for, your name and where you saw the advert in the subject line by **10am on Monday 21<sup>st</sup> July 2025**. 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.**