



## MOULIN ROUGE! THE MUSICAL | INTERIM HEAD OF STAGE | JOB DESCRIPTION

**Job:** Interim Head of Stage

**Responsible for:** Stage Crew and casual stage staff

**Responsible to:** Production Manager, Company Manager

**Line Manager:** Company Manager

**Salary:** Above SOLT/BECTU minimum [Bectu - SOLT](#)

**Probationary Period:** 6 weeks

**Contract:** Fixed term until June 2026 – exact date TBC

**Start date:** Late December 2025 – exact date TBC

**Location:** Piccadilly Theatre, London

**Preferred:** Minimum 3 years' experience as Head of Stage 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.

**Overall Purpose of the Role:** As Interim Head of the Stage Department, you will personally ensure the safe, efficient and effective day-to-day running of the department in performance and rehearsal at the Piccadilly Theatre, London, and manage a team of Stage Crew to the highest standards of effectiveness. You will help ensure the best possible scenic presentation and maintain technical standards with due regard to safety, quality, speed and economic efficiency.

### KEY RESPONSIBILITIES

Your responsibilities may include but will not be limited to:

#### Management

- Managing your department of Stage Crew (including casual staff and deps), including recruitment, line management, scheduling, recording of hours and training;
- Leading the Stage Department on a day-to-day basis;
- Working in close conjunction with the theatre's in-house Stage Department;
- Having a practical understanding of the Producer's employment policies and demonstrating a willingness to comply with, and implement, these policies; and
- 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.

#### Administration

- Carrying out such administration as may be required efficiently and ensuring that accurate and complete records are maintained (including show notes and plots, timesheets and working time directive records);
- Attending and participating in meetings (especially HoD meetings and Technical Scheduling meetings) that will promote effective communication, liaison and decision making with colleagues and venue staff;
- 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;

- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Overseeing the timely completion of department time sheets (for staff and casual staff) and submitting these to the Company Manager; and
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times.

### **Technical Supervision / Maintenance / Logistics**

- Taking lead responsibility for the preparation, installation, operation, storage and maintenance of all equipment used by your department, including equipment checks prior to each performance;
- Ensuring that any technical problems are resolved swiftly with maximum efficiency;
- Ensuring that storage areas are clean, secured, maintained and adequately equipped for their purpose; and
- Ensuring that all equipment in service is in a safe condition and complies with relevant legislation, and that any damaged equipment is repaired or replaced at the earliest opportunity.

### **Production**

- Maintaining the Production as instructed and dictated by the creative team in line with the artistic requirements and direction of the Production, including the overall finished look of the scenic presentation, with any adjustments required to be made after consultation with the Production Manager;
- 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;
- Assisting the Production Manager and Company Manager with all production management requirements for refurbishments and maintenance;
- 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; and
- Supervising all technical staff during performances and rehearsals and ensuring that staff are adequately briefed and/or rehearsed to run rehearsals and performances efficiently.

### **Special Events & Projects**

- Assisting with one-off events/company projects as directed by the Company Manager.

### **Health & Safety**

- Working in accordance with the Producer's Health and Safety policy, which may include working at height and using appropriate safety equipment and clothing;
- 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; and

- Complying at all times with the rules and regulations in force at the venues under the control of the Production.

In addition to such other services as are customarily provided by the Head of Stage 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 Set Designer, 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](mailto: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 20<sup>th</sup> October 2025**.

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

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