

Job title:	Stage Supervisor
Responsible to:	Head of Production.
Responsible for:	Assisting with all Technical areas with a particular responsibility for Stage.
Salary:	£30,000 - £32,640
Hours:	44 average per week / As necessary to fulfil the duties of the post. Get Out payments will be paid where appropriate
Holiday:	28 days per annum plus Bank Holidays.
Notice period:	Two months, after a probationary period of four months.
Closing Date:	Sunday 9 th June 2024
Interview Date:	w/c 17 th June 2024
Key objectives:	<p>The Stage Supervisor will be expected to use their skill and experience to carry out work to the highest standards and to understand the technical aims of a production or project. They should behave in a professional and considerate manner in all dealings with colleagues and visiting companies. A multi-skilled technician with a stage bias, they will be scheduled to carry out any task within their capability and work in any area required.</p>

The primary objective of the Stage Supervisor is to work closely with the Head of Production, Head of Lighting & Stage and Head of Sound & Stage, to ensure that all the technical requirements of a project are met, subject to budgetary limits. As such, they will be expected to work unsupervised and operate the theatres technical systems in accordance with KTT's Health and Safety procedures. Where necessary they will be expected to direct and supervise the work carried out by the full time and casual Technicians.

Chief Executive
Robert O'Dowd

Artistic Director
Christopher Haydon

Advisory Associate Director
Sir Trevor Nunn

Rose Associate Artists
Jane Asher, Niamh Cusack, Lucian Msamati
& Melly Still

 @RoseTheatreKingston

 @RoseTheatre

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Stage Supervisor

Job Description

The Stage Supervisor's primary role is to help ensure the provision of high quality scenic and technical services both to Kingston Theatre Trust and visiting companies during the preparation for and running of rehearsals and performances at the Kingston Rose Theatre or at any other venue where the Company may work.

They will work with and provide support to the Head of Production, Production Manager and Designer ensuring the stage and scenic equipment and systems are kept in excellent working order.

The Stage Supervisor will work with the Technical Events Co-Ordinator and take a key role in hires, visiting shows and home productions attending meetings as required, as well as running hires, fit ups and get outs where necessary.

The Stage Supervisor will adopt a 'hands on' approach to the job combining a high quality technical 'know-how' with a professional attitude and appreciation of the creative design.

The Stage Supervisor may be asked to deputise for Senior Department Managers where necessary and will need to work in a collaborative manner across disciplines within the department and company.

Key Tasks

- Consult with the Head of Production, Designer and Production Manager, to prepare all equipment required for productions – ensuring the required amount is available and in complete working order.
- Consult with the Senior Department Managers and Production Manager, to determine safe and cost-effective techniques in realising scenic design requirements.
- Work closely with Senior Department Managers, keeping them informed of all changes to plans in order that paperwork can be kept up to date and assist in the maintaining of accurate records of productions.
- Assist in the preparation of specialist equipment for a particular production in consultation with the Senior Department Managers and Production Manager
- Work with the Senior Department Managers to ensure that all Productions, Events and Hires are appropriately resourced.
- Manage stage resources and notify the Senior Department Managers of necessary spends.
- Maintain clear lines of dialogue to ensure timely maintenance of KTT's technical equipment.
- Pass on knowledge to less experienced team members and instruct where necessary.
- Program and operate lighting and sound consoles and editing software as required in shows.

- Assist with and where appropriate supervise the LX, sound and stage installation, operation and strike.
- Assist in the installation of any temporary rigging required by KTT or visiting companies
- Assist with and, where appropriate, supervise Events and Hires.
- Ensure work is carried out in accordance with Kingston Theatre Trust's Health and Safety Policy; making sure team members are aware of the requirements and informing the Head of Production where further instruction is required.
- Ensure all financial policies and budgetary constraints are observed.
- Attend relevant production/technical meetings and notes sessions
- Participate in Risk Assessments and ensure that accidents/near misses and potentially hazardous situations are reported to the Head of Production.
- Help to ensure effective communication across the department, maintaining high standards of work.
- Work flexibly within the department, providing support to LX, Sound and Video when required
- Carry out any other duties relevant to the post.

Health and Safety

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974. In addition, the Stage Supervisor must:

- Understand their responsibilities and co-operate and assist with their manager on all aspects of health and safety, including risk assessment and identifying control measures.
- Ensure that all procedures, safe systems of work and local codes of practice are adhered to, including the wearing of personal protective equipment (PPE) and Personal Fall Protection Equipment (PFPE)
- Inform their manager of any shortcomings or failings in such systems and procedures.
- Ensure that all plant and equipment is used correctly
- Ensure that all PPE & PFPE equipment is fully inspected, in date and stocked
- Assist in the workplace inspection/reviews and to maintain a safe working environment at all times.
- Act as required as a responsible person with regards Health & Safety and ensure that all work tasks can be carried out in line with the venue's Health & Safety policy
- Attend and qualify in Work at Height and Rescue training provided on behalf of the Employer

Stage Supervisor

Person Specification

The Stage Supervisor will need to be self-motivated and will need to possess the following skills, experience, abilities and knowledge:

Technical

- The ability to accurately read and understand ground plans and sections.
- Experience of using motorised winch systems.
- Experience in managing “get ins” and “get outs”.
- Excellent set building, carpentry and rigging skills and safe working practice.
- Excellent IT skills including knowledge of CAD applications.
- Excellent understanding of stage systems and techniques
- Trained at work and rescue at height (training provided)
- Ability to program and operate EOS lighting console using intelligent fixtures
- Maintenance and PAT test experience
- Experience of focusing a wide variety of lighting equipment
- Experience of using PA systems
- A varied knowledge of all theatrical technical areas
- Experience of following Risk Assessments and Method Statements
- Ability to take the lead in a situation and delegate responsibilities accordingly
- Ability to troubleshoot

Personal

- Excellent communication skills
- The ability to work unsupervised
- Ability to work in a “hands on” manner
- Motivation to maintain a positive work environment
- The ability to problem solve quickly and work to tight deadlines
- The ability to work unsociable hours
- Ability to work at height
- Fit and able to perform the duties of the role
- Ability to maintain a tidy and organised work environment

Additional Information

Confidentiality

All information concerning staff, productions and other Kingston Theatre Trust business, the disclosure of which could be detrimental to the company, must be held in strictest confidence and may not be divulged to any unauthorised person at any time. A breach of confidentiality will result in disciplinary action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1984 and the Computer Misuse Act of 1990.

Health and Safety

The post holder has personal responsibility for Health and Safety as outlined in the safety policy and the Health and Safety Act 1974.

Equal Opportunities

The post holder will be required to abide by KTT's policies on equal opportunities.

Code of Conduct

The post holder will be required to act in accordance with KTT's Code of Conduct whereby everyone shall be treated in a professional and courteous manner and with full regard to the avoidance of sex, race and disability discrimination, consistent with current equal opportunities employment legislation.

Data Protection

Computer information should only be accessed if this has been authorized and is necessary as part of the post holders work. Unauthorized access to computer data or helping others to access such data will result in action being taken in accordance with KTT's disciplinary procedure and may lead to dismissal. The post holder's attention is also drawn to the Data Protection Act 1998 and the Computer Misuse Act 1990.

Please note this job description does not form part of your contract of employment.