

JOB DESCRIPTION

Job Title:	Head of Stage
Responsible to:	Head of Production
Location:	Edington Street & On Tour

Main Purpose of Job

To ensure the smooth operation of the Scottish Opera Stage Department responding to the artistic and commercial demands of the company by providing technical support to the highest standards possible within the time and resources available.

Line Management of Stage Department

- Plan and organise department staff calls in response to the needs of Scottish Opera's production requirements in Glasgow and on tour.
- Monitor and record staff hours, to satisfy the legal requirements of the Work Time Directive, and to ensure the correct allocation of hours to projects, (to enable costs to be coded to the appropriate budgets).
- Be responsible for crew hire bookings as required for loading, unloading and assisting the Stage team to meet operational demands.
- Supervise and monitor staff welfare within the department and raise any concerns with the Head of Production and the People and Culture team.
- Contribute to the development of staff through an appraisal process; induction and training programs; mentoring and in-house tutoring.
- Ensure effective communication and dissemination of information within the department.
- Supervise the maintenance and housekeeping of the department's equipment and working environment.
- Develop departmental procedures in line with current (and anticipated) H & S legislation. Regularly review and update departmental risk assessments and operating procedures to ensure compliance with current standards.
- Ensure the Stage department's activities conform to statutory regulations and Company policies and procedures

Operational and Production Specific Duties

- Consultation with the Head of Production on the planned repertoire highlighting problems and solutions.
- Allocation of show specific teams, Show Supervisors and support staff.
- To ensure (and assist with) the creation of stage plans (CAD) and hanging plots etc. to ensure smooth repertoire changeovers.
- To ensure the complete and accurate archiving of production information. (CAD plans, cue sheets, hanging plots etc.)
- Attend and participate in Production and departmental meetings.
- Monitor and control show specific and department budgets.
- Ensure the completion of Production Risk Assessments and Method Statements
- Attend design presentations for new productions and contribute to the detailed set construction design process to ensure fit-up, rigging, build methodology and de-rig requirements are taken into consideration.
- Specify and prepare stage equipment required for each production including drift wires, hoist systems, hardware, repair kits etc
- Advise the Production Manager of transport requirements for each production.
- Attend and supervise load-ins, fit-ups and first performance of each production in rehearsal and tour venues.
- Attend and supervise technical and stage rehearsals for each production advising on solutions to any stage technical issues or requests that occur during these sessions.
- Maintain good communication with the creative team throughout the rehearsal process.
- Organise and supervise the preparation, load-in and load-out of production hires from storage in conjunction with the Technical Hires and Logistics Coordinator.
- Notify the Technical Hires and Logistics Coordinator of any damage to Scottish Opera property when productions are returned by a coproducer or hiring company.
- Supervise and monitor access to Scottish Opera's production storage facility ensuring accurate records are maintained of storage container locations and contents in conjunction with the Technical Hires Coordinator.

Person Specification

Required:

- Excellent working knowledge of large-scale touring productions
- At least 5 years as a touring Stage Supervisor
- Clear communication skills
- Work calmly under pressure and produce work without detailed supervision
- Leadership skills

Desirable:

- Experience of CAD software (AutoCAD, Vectorworks or similar)
- An awareness of health and safety within a production environment.
- IOSH or similar Health and Safety certificate
- Awareness of sustainability initiatives within the performing arts

General Terms & Conditions	
Contract	Full-time, Permanent
Hours	As required to complete the duties, but not greater than 48hrs per week on average. Contract is based on in-house Running Team agreement
Holidays	25 days per annum plus 10 Public Holidays (pro rata)
Probationary period	3 months
Pension	You will be automatically enrolled into a qualifying workplace pension scheme (QWPS). The Company makes an 8% contribution to the company's group personal pension plan on condition that the employee makes a minimum contribution of 4%.