



JOB DESCRIPTION

Date:	November 2018
Job Title:	Stage Chargehand
Reports to:	<i>Master Carpenter</i> <i>Deputy Master Carpenter</i>
Job purpose:	To undertake show plots and assist in the safe and smooth running of the Carpentry Department at the Gillian Lynne Theatre.

We are looking for someone to join the Stage department team in the role of Chargehand. The successful candidate will be capable of working well within our team and also be able to maintain a good working relationship throughout. They should have a good understanding of the work of the Stage department and be able to communicate clearly with those both above and below them in the department.

The Gillian Lynne Theatre is a very busy theatre with School of Rock and other events which leads to periods where there is a high workload. We are looking for someone that would want to rise to this challenge.

Main duties

Staff:

1. With others, to ensure that performance staff are fully utilised and completely conversant with their duties for the show.
2. Supervise performance staff in the absence of the Deputy and Master Carpenter.
3. Help liaise between the performance staff and the management.

Health & Safety:

1. Adhere to the Company's Health & Safety Policy and Alcohol & Substance Abuse Policy and to set a personal example in this respect.
2. If requested, to contribute towards the generation of a risk assessment for each new production. To comply with the recommendations contained within the Risk Assessments for the show and the building.
3. To ensure that Health & Safety equipment and Personal Protection Equipment supplied is available and used correctly. Report any defects to the Master Carpenter.

Production:

1. To work with the visiting Company and Stage Management to ensure good communications and the smooth running of the productions.
2. With others, to ensure the Production is maintained to the highest technical standards.
3. To work a variety of show plots as part of a team, including moving and lifting heavy scenery.
4. To assist with the 'get in' and 'get out' of productions.

Building:

1. To maintain good standards of "housekeeping" throughout the building.

It is a requirement of this role to be legally entitled to work in the UK. This job description reflects the current situation. It does not preclude change or development that might be required in the future.



2. To carry out maintenance work throughout the building as required by the Theatre Manager or Master Carpenter.
3. To carry out jobs unsupervised which have being left in housekeeping book and to take a proactive and preventative approach to identifying work that needs to be done and completing the work.

General:

1. Taking responsibility for the department in the absence of the Master and Deputy Master.

Working Hours

Will vary with Productions but will comply with the SOLT/BECTU Agreement. It is the nature of the business that the working of unsocial hours will be required.

Knowledge, Skills and Abilities

- Relevant stage experience in West End or receiving house theatres
- Ability to run local crew or at times hire crews, and assist in developing our deps for show plots
- Understanding of theatre health & safety
- Counterweight flying
- Adept in the use of relevant tools and equipment

Person Specification

- A quick learner who is keen to develop and share their knowledge
- A flexible approach, with the ability to adapt to changing circumstances
- A proactive and calm approach to problem solving
- A positive outlook and ability to communicate effectively with their team mates and the visiting Production