



JOB DESCRIPTION

Title: Head of Stage

Reports to: Assistant Director: Technical (for the Technical, Production & Costume Department)

Responsible for: All Technical Stage functions, teams, and staff

Main purpose of the job

To be responsible for the management and delivery of all ROH Stage Operations for stages in the Covent Garden location and for all outside locations on tour, co-productions and hires where required, and to deliver this safely and effectively within agreed resources and budgets.

While this role will require oversight of the Stage teams, the safe construction and presentation of productions, and the safe and compliant running of all Stage Operational facilities, the postholder will also be expected to engage in the planning and pre-production process and will be responsible for ongoing development of existing resources, research and budget analysis of new technologies, staff recruitment and development, and robust safety and financial leadership.

Main Responsibilities

Specific responsibilities of the role

- Provide robust, positive, and informed leadership and direction to all the Stage and associated teams.
- Regularly review and report to the Assistant Director on department progress.
- Monitor and tightly control budgets.
- Ensure department expectations are communicated, promptly and consistently.
- Ensure all staff are aware of their roles, responsibilities, and tasks.
- Utilise resources to enable the creative teams to realise The Royal Ballet (RB) and Royal Opera (RO) Companies' artistic aims.
- Through the Deputy Head of Stage and team managers, ensure that ROH productions are delivered to the highest production standards.

Health and Safety

- Take personal responsibility for the safety of self and others.
- Sit on the departmental Health and Safety working group and communicate risks and developments clearly to staff.
- Always promote a positive approach to Health & Safety and safe working practices, ensuring all staff are appropriately trained in all relevant areas.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging

with senior managers and the H&S department to ensure they are regularly updated and relevant.

- Undertake Health and Safety and any other training as required of the post, which may (if not already held) include IOSH and an awareness of the requirements of CDM2015.

Finance

- Consistently demonstrate robust financial management reporting to maximise resources and minimise expenditure for all maintenance, operational, Capex and production budgets.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Present financial updates in a timely and accurate manner and actively contribute to the planning process at all stages.

Communication and Relationships

- Foster a culture of information sharing, collaborative working, and mentoring.
- Treat people with respect and maintain good working relationships.
- Coordinate work with other departments, sharing relevant information, ideas, and resources.
- Maintain high standards under pressure and carry out tasks without supervision.
- Develop strong working relationships with colleagues across Technical, Production, and Costume and the Performing Companies and the wider organisation.
- Create an environment of positive and engaged communication and information sharing with all production teams.

Leadership

- Provide leadership to staff ensuring sufficient direction, support, performance management and development for direct reports.
- Encourage development of team members and their skills, assessing and recommending and monitoring training as appropriate.
- Advise on the engagement and termination of staff employed on a full, casual, or temporary basis, and ensure that recruitment, employment, and working practices of staff are in accordance with ROH procedures.
- Be visible, approachable, supportive, and accessible to the team.
- Create an environment where information and communication is consistent and clearly delivered at all levels.
- Contribute to negotiations and consultations with the Trades Unions.

Continuous Improvement

- Engage confidently with stakeholders and colleagues and manage expectations at each stage of the process.
- Be at the forefront of knowledge regarding emerging Stage technologies, including relevance to the sustainability aims and goals of the ROH.
- Stay appraised of changes to best practice as relevant to the role, and champion best practice improvements within all Stage teams.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications required and supported by the ROH.
- Develop an effective team through effective recruitment, induction processes, and development and performance management.

Senior Technical Management team

- Deliver to the department objectives set by the Senior Management team.
- Represent the objectives, activities, and achievements for designated areas of responsibility of the Senior Technical Management team as required.

- Manage, coach, and develop all direct reports to ensure effective performance management, skill development and teamwork.
- Make a significant contribution to any Senior Technical Management team objectives and participate fully in activities.
- Demonstrate leadership in all activities as a member of the Senior Technical Management team and as an ambassador for the ROH.
- Tour the UK and overseas if required, visit other theatres or venues, always representing the ROH to the highest standards of courtesy and professionalism.

Responsible for the following departments

Deputy Head of Stage

Engineering

Flys

Duty Teams (alongside senior Lighting Department managers)

Production Stage

Running Props

In addition, the post holder will provide support for the Stage functions for the Linbury and Events Managers when required.

Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

PERSON SPECIFICATION:

Technical Theatre

- An exceptional track record in effective management of producing theatre.
- Excellent technical skills with a thorough understanding of stage equipment, technologies, and systems.
- Understanding of artistic aims and objectives in a producing venue environment.
- Computer skills should include competency in AutoCAD and MS Office.
- Exceptional understanding of all relevant Health and Safety legislation with experience in the production of risk management documentation.

Management Skills

- Proven experience of managing, complex operations and of leading multiple teams
- Advanced management skills and use of systems and procedures to support delivery of objectives, including:
 - Resource and budget management
 - Collective terms and agreements with unions
- Active engagement with and leadership of Health and Safety.
- IOSH qualification (Or equivalent) and a clear understanding of and commitment to leading the delivery of the requirements of CDM2015.

Leadership

- Able to operate successfully at a senior management level and act as an ambassador for the technical department internally and externally.
- Positive leadership style, leading by example.
- Strong relationship building skills and clear communicator.
- Demonstrated ability to work effectively and build good relations with artistic teams.
- Experienced in managing a busy workload.
- Ability and commitment to foster a culture of continuous improvement and a strong team ethic.

Job Requirements

- Strong awareness of and adherence to Health and Safety policy and best practice.
- Compliance with discrimination legislation and Equal Opportunities principles.
- Flexibility to work varied hours if required to meet service needs and to travel and work at other locations on ROH business on occasion.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

