

JOB DESCRIPTION: Head of Stage

Reporting to: Head of Technical
Responsible for: Senior Technician (Stage), Casual Crew

To carry out the duties of a Head of Stage in a first class receiving/producing venue with due diligence as directed by the Head of Technical including but not limited to; overseeing the get in, fit up, show running and get out of productions. To lead the rest of the technical staff and casuals to create a safe and welcoming environment. To ensure that the core values of TATC are adhered to at all times.

Core requirements of the role

- To work in a co-operative and collaborative manner with The Head of Technical, Technical staff, casual workforce and visiting companies in establishing, budgeting and executing the technical needs of the visiting company in the theatre.
- To support the Head of Technical in managing and maintaining the venue and its technical equipment.
- Ensure the correct casual staffing levels are in place for each and every production.
- In conjunction with the Head of Technical, ensure casual staffing levels are adequate and recruit accordingly
- Ensure that any work carried out in public areas is properly planned and carried out in a safe working manner
- To carry out preliminary and preparatory work where required for visiting companies.
- To manage time efficiently and where practically possible, within the Working Time Regulations and the company's working time directive.
- To take responsibility along with the Head of Lighting and Sound for all technical equipment and to undertake in the training and safe operation of such equipment.
- In conjunction with the Head of Technical and the Head of Lighting and Sound, advise on replacement equipment and training requirements as needed.
- In conjunction with the Head of Technical ensure all statutory inspections and certifications are kept up to date.
- To ensure that good housekeeping is maintained in all technical areas and backstage areas.
- To be aware of current Health and Safety Legislation and other Legal requirements affecting the areas of responsibility and to ensure that all work is carried out in keeping with policy and procedures.
- To respond to and co-operate with the needs of the visiting company and the rest of TATC to enable a positive and supportive solution to relevant problems.
- To work collaboratively and co-operatively with colleagues across both technical and non-technical areas.
- To ensure planned maintenance and upkeep of the building fabric is undertaken on a regular basis.

- To work on shows as 'show crew' carrying out specific show plots as needed.
- To work as the Duty Technician, responsible for liaising with visiting company. As the Duty Technician, be the first point of response during fire delay investigation.
- Ensure any and all regular mandatory testing is carried out within set deadlines and delegate accordingly
- Ensure all relevant staff are trained to carry out tasks accordingly
- To attend production meetings, when appropriate, respond to show reports and assume responsibility together with the Head of Technical and the Head of Lighting and Sound for the running of the residency in all venues.
- To deputise for the Head of Technical when needed.

Health & Safety

- To maintain a knowledge and awareness of current Health and Safety legislation and other legal requirements affecting the areas of responsibility and to ensure that all work is carried out in keeping with the company's policy and procedures.
- To implement and maintain effective Health and Safety controls, to ensure safe and reliable operation of all technical equipment and correct Health and Safety practices with particular attention to Working at Height.

General

- To keep the Head of Technical informed at all times of issues relating to areas of responsibility.
- To attend production, planning and other meetings and notes sessions as required.
- To respond to show reports and generally assume responsibility for the management of the technical areas.
- To undertake the procurement and maintenance of adequate stocks of consumables, tools and equipment for the efficient running of the department.

This list of duties and responsibilities is not exhaustive, and the employee may be required to perform duties outside of this brief as is operationally required and at the discretion of their line manager.

Essential skills and experience

- Significant experience as a Head of Stage at a similar professional level.
- An excellent understanding and practical knowledge of the principles and safe working practices of counterweight flying, theatre rigging and practices.
- An excellent understanding and knowledge of the safe working practices around truck packs.
- Significant demonstrable experience in leading crews on fit up's and get outs.
- The ability to work on one's own initiative and within a team
- Excellent communication & interpersonal skills.
- Good organisational and planning skills.

- Friendly and approachable manner. Co-operation and adaptability will be key ingredients.
- Pro-active and flexible approach to work. The applicant must have the ability to work within a small team who will inevitably spend much working time together as a close knit group
- Strong IT skills using Microsoft Office and Drawing packages – Ability to understand technical drawings (CAD)
- Responsive to artistic needs

Desirable skills and experience

- Previous touring experience.
- A good understanding and appreciation of all theatrical technical departments.
- Rigging certification
- Health and safety certification – IOSH
- Banksman certification

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Attending previews, events and press nights as required.
- Being an enthusiastic advocate of The Arts Theatre Cambridge, acting in its best interests at all times with a thorough understanding of the company's mission and aims.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals

Terms and conditions:

Salary: Competitive

Hours of Work: Flexible

Holiday entitlement: 33 days per annum



Pension: The Theatre offers an auto-enrolment pension scheme.

Please send CV's and a short covering letter to recruitment@cambridgeartstheatre.com for the attention of Gilles Pink.

Closing date for application is 7th August 2026

Interviews will be held w/c 10th August 2026