

Job Description

Job Title: Theatre Supervisor (Stage and Flys)

Department: Theatre

Grade: D

Location: Theatre

Responsible to: Technical Manager (Stage)

Responsible for: Theatre technicians (Stage), casuals and freelancers

Purpose of Post

To work in the Theatre department in close collaboration with the Technical Manager (Stage) and all departments to deliver a diverse and dynamic programme of theatre, dance, music and commercial events to international standard (with particular reference to expertise in theatre stage and flys).

To supervise the stage technicians, casual and freelance staff to ensure excellent client liaison, and a high quality of service is provided. The Technical Supervisor (Stage) will be expected to plan, supervise and delegate whilst promoting a positive and constructive atmosphere within the team.

To work in liaison with the Technical Manager (Stage) to supervise the maintenance and purchase programme, to ensure the safe operation of all theatre stage equipment.

To rig and operate Stage and flying equipment in order to meet the level of technical service required by the Theatre programme.

To be committed to providing the highest level of customer service, to both internal and external customers.

Main Duties & Responsibilities

1. To participate in the general management of the technical function of the Barbican Theatre Department (with particular reference to expertise in Stage and Flying operation). To take responsibility for the supervision and operation of the Stage and Flys functions to ensure smooth running of events.
2. To attend production & technical manager meetings and liaise with staff and clients (artistic and commercial) as required.
3. To keep the Technical Manager (Stage) informed with regard to equipment requirements related to stage operation.
4. To provide technical advice and guidance to Production Managers regarding Stage and Flys requirements. To deliver the associated events to the highest standard, ensuring all event requirements are met and that high standards of service are achieved.

5. To supervise, mentor and train the Stage and Flys team and oversee the day-to-day operation of the Stage and Flys team. To organise and monitor working schedules for staff working in the department in liaison with the Technical Manager (Stage).
6. To be familiar with modern stage practices, particularly developments in Stage/ Flys technology.
7. To assist the Technical Manager (Stage) with a maintenance and improvement programme for the Stage area as required. To include record keeping, report writing, database updates and inventory/asset register updates.
8. To liaise with and assist other technical disciplines as necessary.
9. To maintain an overview of current Health and Safety regulations and Codes of Practice, with particular regard to safe working practices.
10. To prepare and oversee the application of Health and Safety procedures in the workplace and to carry out risk assessments according to regulatory requirements.
11. To supervise, develop and encourage safe working practices compliant with Health and Safety regulations in all aspects of the departments work and to ensure safety consciousness within the sphere of operation. To assist with the training of departmental staff members and to encourage a high standard of awareness among casual & freelance staff and external clients.
12. To work with the Technical Manager (Stage) on feasibility studies, capital and revenue projects, and equipment acquisitions. To lead on specific projects and produce technical reports in support of these projects.
13. To deputise for the Technical Manager (Stage) as required.
14. To undertake any duties that may be reasonably requested appropriate to the grade by the Technical Manager (Stage) or Production Manager.
15. To foster good working relationships and communication with all other Barbican departments including working with the other Barbican Technical Departments as required.
16. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
17. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
18. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title: Technical Supervisor (Stage and flies)
Department: Theatre Division
Grade: D
Trent Position number: TBC
DBS Criterion: No DBS
Security Vetting Criterion: No security vetting is required
Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Experience Required

1. Experience of working in the business events industry on a variety of income generating events.
2. Experience of supervising and motivating technical teams (permanent staff and casuals)
3. Experience of working with technical riders
4. Experience of planning and managing maintenance works
5. Experience of working with budgets
6. Excellent verbal communication skills and ability to communicate ideas clearly.
7. Excellent interpersonal skills with a strong ability to build effective relationships with all departments and to facilitate effective team working.
8. Ability to work on one's own initiative
9. A good level of physical fitness.
10. Running fit ups and get outs
11. Data network understanding

Desirable

1. Programming flying system

Technical Skills & Knowledge

1. An excellent knowledge and interest in the arts, Theatre and commercial presentations or relevant professional technical experience
2. An extensive knowledge of the Theatre industry, and a thorough understanding of all the creative processes of delivering Theatre productions.
3. A proven high level of expertise in current theatre stage technology.
4. A wide knowledge of safe industrial practices and current Health and Safety legislation
5. Proven ability of designing and delivering working schedules
6. A high degree of computer proficiency (including Word and Excel)

Other Relevant Information

Working hours: a basic 35-hour working week with overtime paid after the first 35 hours or fifth working day. You will be expected to work evenings, weekends and bank holidays where required (enhancements on your basic salary are paid for work on these days that falls within the basic 35-hour week).

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

Starting salary for this job is £41,360 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

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Creative Catalyst
for arts, curiosity
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

barbican.org.uk/values

