

# Citizens Theatre

## Job Description

<b>Role:</b>	<b>Head of Stage</b>
<b>Responsible to:</b>	<b>Head of Production</b>
<b>Responsible for:</b>	<b>Deputy Head of Stage, Technicians</b>
<b>Key Relationships:</b>	<b>Production creatives, freelance and casual teams</b>

### Purpose of the Role:

The Head of Stage is responsible for the effective delivery of all stage elements for productions and events across the Citizens Theatre, ensuring the safe, efficient and high-quality operation of all stage activities, including professional, participation, touring, hires and events, whether in-house or visiting. This includes managing the stage department, supervising fit-ups, get-ins and get-outs, maintaining rigging and stage equipment, and working closely with creative and technical teams to realise productions to the highest standards.

### Responsibilities:

- Lead and manage the stage department, including freelance and casual staff
- Coordinate and supervise all stage elements of in-house and visiting productions, activities, events and hires, and Citizens Theatre productions on tour
- Oversee the fit up, changeover, get out and running of performances
- Develop and agree construction and engineering methods with the Head of Production, Head of Workshop and Designers
- Act as lead rigger for flown scenery and equipment, ensuring compliance with LOLER and other relevant regulations, and operate stage cues and flying as required
- Collaborate closely with Production Managers, Designers, Directors and other heads of department to interpret and realise production requirements
- Act as 'principal contractor' or 'principal designer' as defined within CDM regulations as required by the Head of Production
- To lead on the production and distribution of all appropriate plans, sections and drawings required for each project
- Ensure all stage activities are conducted safely and in accordance with Health & Safety legislation, including completing risk assessments and method statements
- Maintain stage machinery and engineering, rigging equipment, and tools, scheduling regular checks and servicing and arranging statutory inspections
- Lead on departmental Health & Safety inductions, tool talks, internal training and safety briefings
- Support the rehearsal and technical rehearsal process with any technical requirements
- Assist with budgeting and procurement of stage materials and equipment
- Contribute to the planning and scheduling of technical resources for productions and events, including attendance at production meetings
- Lead on communications and planning relating to visiting companies coming to the Citizens Theatre
- Lead the recruitment, contracting and scheduling of stage technical staff in accordance with company policies and contractual obligations
- Foster a positive and inclusive working environment that supports learning, collaboration and respect
- Maintain accurate records and inventories of stage equipment and consumables

### Organisational Commitments:

- Carry out any other tasks required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post

- Drive change through action and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Be accountable for yourself and others, in line with our Health & Safety and Safeguarding Policies
- Create a positive working environment, underpinned by the organisation's values
- Deliver a warm welcome and excellent customer service to all audience and visitors to the Citz
- Contribute to activities that support income generation and fundraising
- Contribute to our environmental sustainability goals
- Undertake relevant training and development as required

This job description is intended as a guide to the general duties and responsibilities of the role and does not form part of your contract of employment. These duties may be reviewed from time to time to meet the needs of the business. The Citizens Theatre is going through a significant period of change as we return to our building following six years of displacement, and so we will inevitably change as we grow and develop over the coming years. All staff will be required to show a flexible approach to this process, which may involve revisions around job descriptions, titles, roles and departmental structures. Any significant changes will be discussed with you in advance.

## Person Specification:

### Essential

- Significant experience in a similar senior technical or stage role in a producing or receiving theatre
- Strong knowledge of stagecraft, including rigging, flying, and manual handling
- Proven leadership and team management skills
- Excellent understanding of health and safety legislation and best practice
- Experienced in working at height
- Ability to read and interpret technical drawings and stage plans
- Strong problem-solving skills and calm under pressure
- Ability to work unsupervised and meet deadlines
- Flexible and adaptable with a proactive approach to work
- Experience with CAD software such as AutoCAD or Vectorworks

### Desirable

- Relevant technical theatre qualification or equivalent experience
- IPAF, PASMA or working at height certification
- Rigging qualification (e.g. PLASA NRC)
- Experience / knowledge of scenery automation
- First Aid at Work or mental health first aid training
- Health & Safety Qualification (e.g. IOSH)
- Knowledge of current CDM Regulations
- Full clean driving licence

### Terms & Conditions

Salary:	£36,395 FTE
Hours:	Annualised hours averaging 42 hours per week over the year, in accordance with the Citizens Theatre House Agreement, including regular evenings and weekends, and occasional overnights as required
Overtime:	No overtime payments are available. The Citizens Theatre operates a House Agreement agreed with staff through a collective bargaining process.
Holiday:	29 days per year inc. public holidays, rising to 31 days after 3 years, and 34 days after 5 years
Pension:	Citizens Theatre operates a contributory pension scheme (employer 3% / employee 5%)
Probation:	This post is subject to a three-month probationary period
Notice period:	2 weeks during probation; 8 weeks thereafter
Location:	Citizens Theatre, 119 Gorbals Street, Glasgow, G5 9DS

**Benefits:**

- Complimentary or discounted tickets to selected shows (non-transferable and subject to availability)
- Cycle to Work Scheme
- Training and development opportunities

## How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact [recruitment@citiz.co.uk](mailto:recruitment@citiz.co.uk) and your query will be directed to the appropriate person.

To apply, please send us a copy of your **CV and a cover letter** of no more than **two pages A4** and complete the online **Equal Opportunities Monitoring Form**.

It is important in your cover letter to give us examples of what you have previously done that shows us how you could be right for the job and why you're enthusiastic about joining the Citizens Theatre. You do not have to have previously undertaken all the duties in the job description, but you should tell us about your potential ability to do them.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

**Please send your CV and cover letter (two pages max) by email to: [recruitment@citiz.co.uk](mailto:recruitment@citiz.co.uk).**

(Please send as a Word document. Do not send as a Pages file, Zip file or Google doc, or use file sharing services such as One Drive or Dropbox.)

**Please complete the Equal Opportunities Monitoring Form online: [Equal Opportunities Form](#).**

If you require an alternative way to make your application, please contact [recruitment@citiz.co.uk](mailto:recruitment@citiz.co.uk) to discuss a suitable format.

Deadline for applications:	<b>Monday 30 June 2025, 12pm</b>
First Interview:	<b>Tuesday 08 July 2025</b> (may be subject to change, in person)
Second Interview:	<b>TBC</b> (may be subject to change, in person)

Preferred Start Date:	Immediate, but can be flexible
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All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are shortlisted for interview.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.