

# Job Vacancy

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## Head of Stage

**Department:** Stage

**Salary Range:** £38,000 - £42,000 per annum (dependent on skills and experience)

**Application submissions will be reviewed and shortlisted on receipt.**

**Shortlisted applicants will be invited to interview on an ongoing basis until the position is filled by the successful candidate.**

**Permanent**

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

**All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-for-us> and submitted electronically to [recruitment@wno.org.uk](mailto:recruitment@wno.org.uk)**

## Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

## Our Vision

We believe in the power of opera to transform lives.

### Our Values are:

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|----------------------|---|
| <b>Expert</b>        | our people have the talent, knowledge and skills to deliver at every level with the highest quality standards.  |
| <b>Collaborative</b> | our work is created by people coming together and working in partnership to successfully achieve common goals.  |
| <b>Smart</b>         | we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential.                                     |
| <b>Innovative</b>    | we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas.  |
| <b>Inclusive</b>     | we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive. |

## Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility.

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams.

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable.

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally.

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the double

bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

Following his position as General Director of Seattle Opera since 2014, Aidan Lang joined WNO to lead the Company as General Director in July 2019.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Our current Music Director Tomáš Hanus joined WNO in August 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

## Cardiff – The Home of Welsh National Opera

Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, and has become one of Britain's leading cities and one of the most vibrant and diverse urban centres.

Although a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern developments, eclectic culture, arts and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London Paddington.

Cardiff offers a wonderful range of unique attractions, top-class entertainment and quality shopping with a difference in wonderful Victorian arcades and modern malls, and great mix of eclectic bars and restaurants. It is easy to explore on foot and visit the National Museum Cardiff which includes Natural History and Art galleries, the spectacular Cardiff Castle, wonderful green spaces, parks and river walks along the Taff, and the impressive Principality Stadium, all within the City Centre and with the dynamic Cardiff Bay is a short hop away.

This city is also a thriving UK and international hub for the creative industries, arts, design and media with a flourishing film and TV industry and world-renowned performing arts companies and orchestras. Many mainstream television programmes such as Doctor Who, Casualty, Sherlock, Pobl y Cwm, His Dark Materials, Gavin and Stacey, The Hollow Crown Shakespeare series of plays are all being or have been produced here by BBC Cymru Wales, Bad Wolf and S4C and other thriving independent production and design companies. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* which draws a huge international audience of fans to the city as well the International Concert Series held at St David's Hall and the BBC Hoddinott Hall.

Theatre also flourishes with National Theatre Wales, the Sherman and New theatres, as well as burgeoning live music and comedy venues, the Chapter Arts Centre and Everyman independent cinema. Cardiff also boasts a leading conservatory in the Royal Welsh College of Music & Drama. The renowned Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of the UK's leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Cardiff is the perfect blend of innovation and the historic, as is Cardiff Bay, which offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone, including the Senedd building of the Government of Wales. At its heart, sits the iconic Wales Millennium Centre, home of Welsh National Opera.



## Job Description

**Job title:** Head of Stage

**Responsible to:** Technical Operations Manager

**Responsible For:** Rigging, Flying & Automation Manager, Technical Show Managers, all Stage Department Staff – permanent / fixed term / casual.

### Main purpose of the role:

To deliver the highest quality presentation of the staging, rigging and automation elements of all productions, events and projects in an efficient manner that promotes a safe, healthy and sustainable working environment and a positive culture of engagement.

### Scope:

The Head of Stage has lead responsibility for the Stage Department and will work closely with the Production Managers and other Technical Heads to ensure the smooth delivery of productions on stage. They will also support entrepreneurial ambitions of the company and work closely with Cardiff Theatrical Services to take advantage of commercial opportunities.

### Key responsibilities:

#### Planning

- To provide leadership of the Stage Department teams.
- Lead Departmental Planning Meetings and attend Production Meetings and Model Box Showings as required.
- Represent the Stage Department internally and externally.
- Work closely with the Technical Operations Manager to produce an operational plan and schedule for the Staging Department that identifies the costs, staffing needs, time restraints and practical implications of realising the staging elements of the artistic vision.
- Manage communication within the Stage Department. Calling and chairing departmental meetings as necessary and clearly delegating tasks across the department.

#### Production

- Develop a working knowledge of WNO productions in the repertory, understanding the technical, staffing and storage implications of staging the productions within the schedule – suggesting cost effective modifications as appropriate.
- Ensure that productions are presented to the highest possible standard, and that the production team's creative and artistic vision is reproduced accurately and consistently; both in Cardiff and on tour.
- Ensure that adequate production records are created and updated as necessary to enable efficient revivals co-production and commercial ventures.
- Support the company's producing, touring, rental and co-production work in the UK and Worldwide.
- Contribute towards the development of commercial income streams where appropriate.
- To support the work of all WNO departments including concerts, digital work, smaller scale productions and events.
- To ensure that areas used by the Stage Department are kept clean and tidy, and that all departmental equipment is correctly stored and maintained.

- To apply equally high standards of safety, efficiency and artistic integrity to the staging elements of all company projects.
- To provide in-venue support to other departments as required. Facilitating the Get In and Get Out of all toured equipment.

## **People Management**

- Establish and develop an effective and motivated team, ensuring that the team consistently meets the desired level of performance.
- Directly line-manage the Technical Show Managers and the Rigging and Automation Manager, delegating responsibility for productions, tasks and projects and agreeing levels of resources available.
- Ensure that all aspects of team management are carried out in line with our policies and practices including, recruitment, induction and probation, training, sickness absence, equality and diversity, health and safety and communication.
- With the Technical Operations Manager, oversee departmental recruitment and actively work towards the recruitment and development of a workforce that reflects the communities in which we work and perform.
- Develop, monitor and manage performance by setting clear targets, providing data as required.
- Effectively manage people resources, ensuring personnel data (e.g. annual leave, time sheets) is recorded appropriately
- To oversee and develop the Rigging, Flying and Automation Department giving support and guidance to the Rigging, Flying and Automation Manager as necessary, ensuring safe and effective co-operation with all technical departments.
- Provide visible leadership to the Stage Department. Observing and/or leading stage sessions including Get Ins, technical rehearsals, performances and Get Outs in Cardiff and on tour, as necessary to ensure standards are maintained. Providing team and individual guidance and leading meetings and training sessions as appropriate.

## **Administration & Finance**

- Be responsible for Stage Department budgets, giving updates and forecasts as necessary thus ensuring that budgets are on target and that any potential deviation is promptly notified.
- Advise the Technical Operations Manager, and others, of any financial implications arising from the staging elements of productions, tours, projects and commercial activities.
- Provide reports and information as may be required.

## **Stores**

- Assist with the planning and management of WNO Scenery, Props and Staging Equipment storage needs.
- Liaise with the Technical Operations Manager and Transport Manager to ensure the most productive use of the Transport & storage spaces.

## **Health & Safety**

- Promote a positive safety culture within the stage department, adhering to the Company's Health & Safety policy, rules and regulations at all times.
- The post carries responsibilities as set out in the WNO Health and Safety Policy, as amended.
- Ensure that all Stage Department staff fully understand their Health & Safety responsibilities and are adequately trained and fully competent to put them into practice.
- Carry out and/or oversee the creation and ongoing review of risk assessments and Safe Systems of Work for all Stage Department activities.
- Plan and implement the Stage Department equipment maintenance programme, ensuring

compliance with relevant regulations including: PUWER, WAH and Electricity at Work and, in conjunction with the Rigging and Automation Manager: LOLER.

- Ensure compliance with CDM2015 during all “construction” projects involving scenic, staging or rigging elements. Often acting as Principal Contractor for main stage construction work.
- Ensure high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.
- In conjunction with the Technical Operations Manager and the Health and Safety Manager, to continuously develop safe working practices across the Stage Department.

## **General**

- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times
- To undertake any training appropriate to the post.
- The role will be based at WNO’s sites in Cardiff but will involve regular travel to locations within the UK and abroad.
- The role will involve a mixture of office based planning and on-site leadership of Stage Department teams, setting standards and developing performance.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation.

# Head of Stage

## Person Specification

### The Ideal Candidate

- The ability to build, lead and develop an expert team.
- Excellent leadership skills to establish rapport, credibility and relationships at all levels.
- A track record of collaboration across teams and delivering complex tasks under pressure.
- Excellent communication skills, both written and verbal.
- Self-motivated and proactive with the ability to balance conflicting demands.
- Creative, with the commitment to encourage fresh ideas and to develop colleague potential, as well as own continuous personal development.
- Someone who will drive change with the vision to help shape new ways of working.

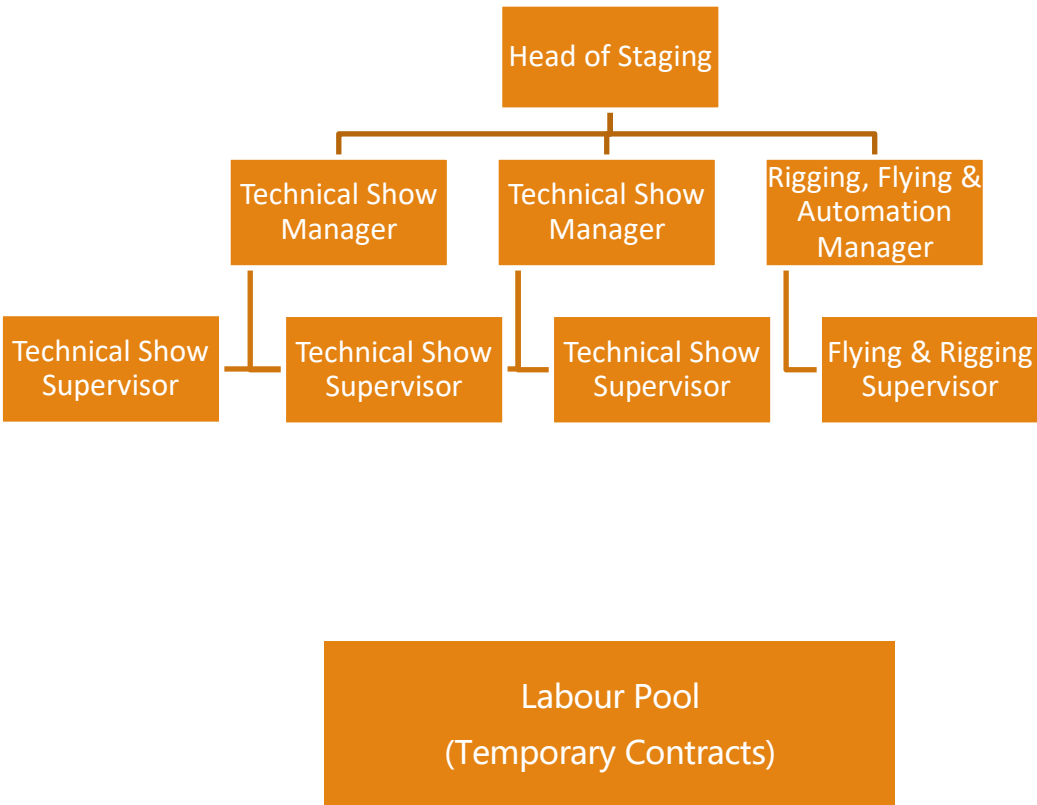
### Skills, knowledge and experience:

- Excellent stagecraft skills
- A good working knowledge of rigging, stage engineering and automation.
- The ability to read and interpret ground and stage plans.
- Experience of reading and understanding AutoCAD drawings.
- Excellent IT skills
- Adopts a flexible approach to the requirements of the job.
- Ability to travel independently within the UK and abroad.
- Considerable operational experience in the staging elements of repertory theatre\*
- Experience of large-scale theatrical touring\*
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices\*
- A recognised Health & Safety qualification and/or appropriate experience\*
- Industry recognised training and/or experience in rigging, stagecraft and/or electrical awareness\*
- Full, current UK driving licence\*
- An interest in Opera\*
- Welsh language speaker/writer \*

Points marked with an asterisk (\*) are desirable rather than essential.



# Team Structure



## **Employee Benefits**

### **Pension**

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

### **Maternity/ Paternity/ Adoption**

We offer a generous scheme which provides payments in addition to statutory provisions.

### **Corporate Leisure – Gym Membership**

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

### **Discounts**

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

### **Staff Parking Discount with Q Park**

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

### **Employee Assistant Programme**

We provide a free confidential; counselling and advice service that is available family.to all our employees, freelancers and contractors.

### **Welsh lessons**

We support staff who want to learn or improve their Welsh language skills, and we offer optional basic Welsh and improver lessons free of charge.

## **Main Terms and Conditions**

- Salary £38,000 - £42,000 depending on experience per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination of engagement during the probationary period is by one week notice on either side. Termination thereafter is by three months' notice on either side.
- 44 hours per week, you will be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

# **Health and Safety**

## **Individual Responsibilities**

### **All Employees (Level 6)**

All employees are responsible for:-

- The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.
- Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.
- Reporting promptly to the appropriate Manager potential or actual hazards and defects.
- Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.
- Knowing the correct action to be taken in the event of an accident, fire or other emergency.
- Co-operating with Management and other personnel in meeting statutory requirements.
- Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training.

### **Heads Of Department & Managers (Level 4)**

All individuals with responsibility for the management and supervision of work activities will ensure that:

- employees understand and implement the requirements of our Health and Safety Management System.
- changes in our Health and Safety Management System are brought to the attention of all employees.
- the requirements of our Health and Safety Management System are implemented and health and safety standards maintained at all times.
- employees are encouraged to give a high level of commitment to health and safety.
- employees, contractors and visitors are aware of and follow our safety procedures.
- adequate training, information, instruction and supervision is provided to employees.
- health and safety issues requiring action are communicated to senior management immediately.
- appropriate disciplinary procedures are followed where employees are in breach of matters affecting health and safety.
- effective arrangements for communication and lines of reporting are established and maintained.

- effective actions are taken when hazards and shortcomings are reported.