



Job Description

Job Title	Stage Assistant
Department	Music
Grade	A
Location	Barbican
Responsible to	Stage/Deputy Stage Manager
Responsible for	N/A

Purpose of Post

To assist the Senior Stage and Technical Manager & Stage Managers with the day-to-day operation of Barbican concert hall activity to deliver a wide and dynamic schedule of classical, contemporary, and commercial events. To fill the duties and responsibilities set forth by the Stage Manager and to include, when assigned: pre-concert planning, rehearsal attendance, supervision of load-ins and load-outs, stage crewing of Concert Hall activity and backstage maintenance.

To foster good working relationships and communication with all other Barbican Departments and visiting performers.

Main Duties & Responsibilities

1. To assist the Stage Managers in the running of events, which includes ensuring that all requirements are met in a safe and professional manner, complying with all rules and regulations set forth by the Music Dept,
2. As required, to attend both Barbican & external rehearsals, soundchecks, concerts and commercial events, and complete stage turnarounds, backline builds and stage moves, whilst maintaining clear communication with the stage managers and music team.

To have full knowledge of backline duties (classical & contemporary),

3. To set stage equipment, freestanding risers and musical instruments for classical, contemporary, and commercial events in line with contemporary stage plans and classical orchestrations.
4. To occasionally act in a supervisory capacity when casual crew are employed, , during performances, during freestage & clubstage events and when called upon to do so by the stage managers when required.
5. To operate all the required computerised concert hall automated systems inc, flying system, stage risers, disabled, goods & piano lift. Training will be given on these systems.



6. To operate follow spots for rehearsals and shows following cue calls from the show's in house or external lighting technician.
7. To assist with the meeting and greeting of all artists, clients, and their representatives as necessary ensuring that all individual requirements are met in a professional and timely manner.
8. To assist the Stage Managers in the management, reporting and upkeep of stage equipment, tools, spatial upkeep, engineering, maintenance reports, piano damage reports, FOH equipment loans & LSO instrument storage in common backstage areas.
9. To complete auditorium, backstage and storage level checks as required and complete and update associated checklists and show reports to ensure the highest standards of reporting, housekeeping and presentation are met at all times. To ensure that any repairs or requirements resulting from said reports are promptly actioned by the stage team or responsible departments.
10. To process requests for dressing room signage, signposting, and Health & Safety information within the backstage area.
11. To supervise and assist where required, with the safe loading/unloading of vehicles within the centre. To include the loading bays and Beech St loading area. In accordance with the Barbican Music Departments Health & Safety procedures,
12. To co-ordinate and take responsibility for all event equipment load-ins/outs at the Barbican concert hall under instruction from the Stage Managers, paying strict attention to the loading limits and operation of the lifts used during these operations.
13. To have a general awareness and understanding of basic Stage related safety standards such LOLLER and PAT.
14. To assist the Stage and/or Venue Manager in the event of an emergency evacuation of the Barbican concert hall stage and backstage areas. To ensure that any first aid requirements arising from crew, visiting companies and artists are met following Barbican procedure.
15. To be responsible for your own Health and Safety as well as that of Artists, clients, crew (internal and external) in accordance with the Barbican Centre's. and City of London's Health and Safety procedures.
16. To carry out any other reasonable duties as may be required to ensure the safe and smooth operation of the concert Hall.
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
19. 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.

Person Specification

Job Title	Stage Assistant
Department	Music
Grade & Level	A Level:
Trent Position Number	

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.

Professional Qualifications / Relevant Education & Training

Essential

Knowledge of how to set up a wide range of instruments and accompanying equipment on stage (A), (I)

Ability to interpret stage plans for commercial, classical, contemporary music events, as well as orchestral set ups. (I)

Good IT skills (including Word, Excel & outlook) and some experience of using databases (training will be given on Artifax) (A) (I)

Experience Required, including Budget Holding Experience (if appropriate)

- Proven experience of working on a music or theatre stage or a similar art venue. (A), (I)
- Experience of conveying straightforward information related to instrument or equipment set up on stage to staff and performers is of high importance.(I)
- Experience of working in a team environment, sometimes under challenging circumstances (A), (I)
- Good interpersonal and organisational skills, to converse with both artists of international status and commercial clients. (I)

Desirable

- An interest and knowledge of the music and/or business events industry.(A)

- Knowledge of statutory Health & Safety Regulations and an understanding that changing industry practices are critical (A) (I)

Other Relevant Information eg. working hours or desirables (only if applicable)

Good level of physical fitness and the ability to work at heights is absolutely necessary. (A)

Experience of working as a backline technician is desirable (A), (I)

Recruitment – Note to Applicants

These key skills and core behaviours 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). It is essential you address each of these on the application form on the section for supporting information.

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.

Salary

The salary range for this job is £23,360 - £24,380 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.

Contract

There are two posts one is offered on a Permanent basis and the other is on a fixed term contract basis (FTC until 29th July 2022)

Hours of Work

Normal hours of work are 9:00am – 5.00pm, being 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 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

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.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

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.



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.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.