Job Description

HEAD OF AUTOMATION
Reports to Company Manager / Production Manager / General Manager

The Show
Featuring her much loved songs, TINA – The Tina Turner Musical is written by Olivier Award-winning playwright Katori Hall and directed by the internationally acclaimed Phyllida Lloyd. Opened in 2018 the show plays at the Aldwych Theatre in London's West End.

Purpose of Job
The Head of Automation is responsible for the operation and maintenance of all automation equipment and the smooth running of the Automation Department, including supervision of all Automation staff.

Duties and Responsibilities Include

- Responsible for operating the automation equipment for each performance as instructed and dictated by the artistic requirements and direction of the production.
- To ensure all automation equipment is cleaned and daily automation checks completed to ensure equipment is in working order for each performance.
- Responsible for all aspects of the planning and maintenance of all automation equipment both in-house and with suppliers of automation equipment so this may be scheduled to ensure no show delays.
- Developing excellent relationships with suppliers.
- Manage, supervise and schedule members of the Automation team. To set and supervise the automation plots undertaken by the Automation staff.
- Work collaboratively with other departments, including the theatre's technical team, to ensure the smooth running of the show.
- To coordinate the supply of all equipment and consumables required to run the show within budget as approved by the Company/General Manager.
- To keep show cue sheets up to date.
- Attend rehearsal, technical, dress and understudy rehearsals as required.
- Deal with emergency repairs to automation equipment.
- In collaboration with the Production Manager plan and budget for equipment renewals.
- Ensure that work materials and all automation equipment is kept in a tidy and secured manner.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Comply with the Manager's Health and Safety and other policies at all times.

Person Specification
The post-holder must have the following:

- Experience of operating and maintaining automation equipment for live performance/theatre.
- Experience of basic programming and fault finding.
- The ability to run a busy department.
- The ability to adapt work in accordance with performance requirements.
- The ability to work as part of a large team.
- Good communication skills.

Desirable

- Experience with Stage Technologies G6 system.
- Experience managing a team effectively.

Smoking Policy Please note that the usual place of work, Aldwych Theatre, is a no-smoking building.

Alcohol Policy All staff are expected to remain alcohol free during working hours and take personal responsibility for presenting themselves in a fit state for work i.e. alcohol free.

Outline of Terms and Conditions

TITLE OF POST: Head of Automation

START DATE: Immediate.

SHOW SCHEDULE: 8 performances Wednesday - Monday performances (Tuesday rest day). Sunday performances included as standard as per SOLT/BECTU Variation agreement. Ad hoc rehearsal and press/marketing calls.

PAY: £885 per week.

PROBATIONARY PERIOD: 3 months

NOTICE PERIOD: Without notice during probationary period, not less than two weeks' notice once probation is completed.

Application Procedure
To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to jobs@mrluk.com **by noon Thursday 29th July 2021** (quoting Head of Automation in the subject line).

We are committed to embracing diversity and inclusion across all departments, flexible working practices will be considered.