



## **Head of Stage & Rigging**

**Innovation Productions Ltd are a busy hire and production operation based in Barnsley, Yorkshire, specialising in the hire, installation and sales of audio, lighting, AV and staging equipment.**

**We currently have a vacancy for a full time Head of Stage & Rigging.**

### **Salary:**

- £19200 to £22,500 (Dependant on experience / qualifications) per annum based on 45 hours per week. With 28 days holiday / annum (inclusive of bank holidays).

### **Location**

- Based from our Barnsley Headquarters, although delivery, project and event work would be national (occasionally international) and involve overnight stays.

### **Hours of Work**

- Due to the nature of the Theatre, TV and Events industry, evening and weekend work will form part of this jobs working pattern. Working hours are on a flexi time basis.

### **Reports to:**

- Project Manager.

### **Scope:**

To represent Innovation Productions Ltd at all times with a high level of pride, responsibility, care and consideration.

To be an integral part of the hire departments operations.

To have full responsibility for the preparation, set-up and operation of staging and rigging equipment as required.

To have full responsibility for all hire equipment including testing, maintenance, cleaning and repair and for the production of relevant paperwork.

To assist the hire department as a whole in both warehouse and event site activities, actively assisting all other departments where required.

To fabricate items and to be able to work directly from CAD drawings to produce work to the highest standard.

To project manage events and activities when required.

To manage other staff and freelancers when required.

### **General Duties:**

- Build indoor and outdoor stages as per method statements and H&S codes to ensure safe installation and following safe working practices.
- Install rigging for events and installations
- To manage time and plan effectively to meet all deadlines in timely fashion.
- Liaise with and advise clients regarding their requirements.



- Ensure all hires are prepared, in good condition and ready for use, that all paperwork is complete and the processes required have been correctly followed with hire software being updated and suitable paperwork produced.
- Check in equipment on return of hire, update hire software as required, and follow up any missing or damaged equipment until the process is complete.
- Test, clean and repair equipment as required.
- Manufacture equipment as required.
- Assist in the design of elements to be manufactured.
- Produce plans and supporting technical documentation for installation and events.
- To actively participate in assisting other departments in both warehouse and event duties including (but not exclusively) loading of vehicles, keeping the warehouse and facilities in clean, usable order, site management.
- To provide full technical support to clients, Innovation Production staff and freelancers.
- To provide insight, direction and innovation in order to push the standards of the staging and rigging departments - and Innovation Productions as a whole – forward.
- Make or arrange deliveries and collections.
- Safe loading of vehicles
- Perform basic vehicle maintenance and checks, and maintain a log of driver hours where necessary.
- Help set up and operate other AV equipment when required
- Manage Staff and Freelancers and mentor apprentice / junior staff where possible.
- Ensure the tidiness of the warehouse and site
- Manage individual projects where necessary

#### **Other Duties:**

- Promote the company effectively, offering further services to both present and potential clients.
- Answer telephones and arrange hires.
- Assist on installations as and when required.
- Any other duties deemed suitable by the management

#### **Skills Necessary:**

- Driving license for categories, B+E, C and C1.
- Forklift truck / telehandler license
- IRATA / NRC rigging qualification
- Health and Safety Training
- Industry related training (Pasma / IPAF etc)
- First Aid
- Good knowledge of regulations for driver hours and tachographs
- Excellent time management skills
- Good phone manner and strong communication skills



- Good computer and writing skills.
- Be fully competent in the setup and operation of equipment used at Innovation Productions.
- Ability to work under pressure and to resolve situations calmly and diplomatically.
- Tidy appearance.
- Attention to detail and pride in work.
- Ability to work at heights safely and confidently
- Strong and healthy, fit and able

#### **Advantageous Skills:**

- IPAF / Pasma licenses
- Rigging Training
- NRC / IRATA Card
- Health and Safety Training
- Industry Related Training
- An understanding of electrical properties in association with the relevant equipment used.
- First Aid
- Carpentry
- Weld and fabricate using a variety of machines / tools
- Able to offer creativity and assist in design requirements. Good working knowledge of CAD preferred

#### **Training**

- Training will be offered to suitable candidates for certain skill sets.

#### **Applications**

Please email your CV with covering letter / email to [vacancies@innovation-productions.com](mailto:vacancies@innovation-productions.com)

**\*\*\*\*\* Please note – due to fleet vehicle insurance restrictions we are only able to offer this post to candidates over 21yrs \*\*\*\*\***

You need to be available for interview within 14 days and available for employment within 30 days

Visit [innovation-productions.com/vacancies](http://innovation-productions.com/vacancies) for more details.