



Stage Deck Coordinator

JOB DETAILS:

Reports to:	Assistant Production Manager & Technical Production Manager
Works with:	Festival Production Manager, Build Production Crew Boss
Pre-production:	1 days - date TBC
On site:	11 days (not including show days) 30th July 2019 - 9th August 2019
Wage:	TBC - Dependent on experience

Role Summary

The Stage Deck Coordinators role is to manage the ordering and distribution of site wide stage deck.

The will manage a small crew, and ensure that all deck is accounted for and correct.

Essential Skills & Experience

- Excellent attention to detail
- Good knowledge of Excel and Google Docs
- Excellent understanding of stage deck
- Experience in building stages
- Experience in managing teams
- Full UK Driving License

Desired Skills & Experience

- Experience using Sketchup
- Telehandler license

DUTIES & RESPONSIBILITIES

Pre Production

- Review site wide stage deck order and make sure that the correct orders have been placed based on the stage drawings for micro venues.
- Meet with Tech Production Manager to integrate the stage deck order for the main and medium venues.
- Develop a clear sign out/sign in process for stage deck.

On-Site

- Receive and check stage deck deliveries.
- Support the venues with working out changes required on site due to gradient etc.
- Manage the installation of the stage deck in the venues that we build with support of the Build Production Site Crew.
- Manage and log the contingency and make sure any amendments are communicated to the Theatre Team where venues are being recharged.
- Manage the collection of all stage deck from all venues ensuring that it is all accounted for.
- Manage and record the collection of all stage deck by the hauliers.
- Collate all sign out/in sheets and return to Assistant Production Manager.

Post Show

- Produce a written de-brief after the event