



HEAD OF CREW JOB DESCRIPTION & PERSON SPECIFICATION / Punchdrunk

Responsible to: Head of Production

Key relationships: Heads of Departments and Production Team

Salary: Up to £33,000 per annum (pro-rata) depending on experience

Contract: Fixed-term contract, approximately 7 months (August 2021-March 2022)

Deadline for applications: 12pm Monday, May 17th 2021 by email, with the subject "Head of Crew" to workwithus@punchdrunk.com.

OUR HISTORY

Formed in the UK by Felix Barrett in 2000, Punchdrunk has pioneered a game-changing form of immersive theatre in which roaming audiences experience epic and emotional storytelling inside sensory theatrical worlds. Blending classical texts, physical performance, award-winning design installation, and unexpected sites, the company's infectious format rejects the passive obedience usually expected of audiences. Our award-winning productions invite audiences to rediscover the childlike excitement and anticipation of exploring the unknown and experience a real sense of adventure. The company's international production, *Sleep No More*, has celebrated 10 years of its extended run in the USA. In December 2016, a redeveloped version of the production opened in Shanghai and continues to run. *The Third Day*, a six part TV drama and theatrical broadcast created by Dennis Kelly and Felix Barrett aired on Sky and HBO earlier this year. Punchdrunk also announced a partnership with gaming giants Niantic earlier this year.

Punchdrunk's award-winning productions include *Faust* (in collaboration with the National Theatre, 2006), *The Masque of the Red Death* (2008), *Tunnel 228* (in collaboration with The Old Vic, 2009), *It Felt Like A Kiss* (with Adam Curtis and Damon Albarn, Manchester International Festival, 2009), *Sleep No More* (with the American Repertory Theatre, Boston, Mass., 2009), *The Duchess of Malfi* (with ENO, 2010), *The Crash of the Elysium* (Manchester International Festival, 2011) and *The Drowned Man: A Hollywood Fable* (with the National Theatre, 2013). Since 2008, Punchdrunk Enrichment has taken this immersive practice into communities, creating performances with and for children, young people and the wider community.

THE ROLE

Punchdrunk is looking for a Head of Crew to become a key part in the delivery of our next project. The Head of Crew will lead and mentor a team of skilled crew (around 12 in total), including freelance or temporary workers in daily activities.

The crew teams responsibilities will be varied and will be dealing with a fast paced and busy schedule. Their team will have a range of skills in order to actively support the venue's logistics, carpenters, set dressers and technical departments. They will be in charge of managing all deliveries to the venue, from banksman management, to the storage of materials in the workshop, to supporting the design team with the arrangement of furniture or materials in each room where needed as well directly support the set build team or carrying out simple staging and building tasks. They will be in charge of making sure space is functional and efficient at all times. The Head of Crew will be able to lead and inject enthusiasm. They will have a natural ability to allocate teams to different departments to support a range of activities. On a daily basis, they will take ownership of the space from the point of view of keeping it tidy and organised.

At times they will help the production team in delivering certain activities that might involve a variety of crewing skills such as painting, use of hand tools, basic rigging such as drapes, supporting teams with work at height (setting up ladders of scaff towers)

The Head of Crew will be an organised people's person that enjoys a fast-paced and demanding but fun working environment.

They will lead by example on all H&S matters and won't allow any deviation of safety procedures or behaviour. Using their long-standing experience they will be able to induct staff to certain skills and tasks or identify where professional training in the team or in their own skills is necessary for the project.

Ideally, they will have a good network of creating staff but also will be happy to work with Punchdrunk's pool of regular and established crew.

JOB DESCRIPTION | RESPONSIBILITIES INCLUDE:

- Manage all the crew making sure they are placed in areas and departments that make the most positive impact
- Develop and implement H&S procedures for the crew department as needed (with the support of the Punchdrunk advisors and production team)
- Carry out safety briefs, tools box talks and space inductions to new members of the crew as per the H&S documentation and their own experience
- Make sure that crew have the right training for the task in hand and identify training needed.
- Maintain a tidy and clean space
- Manage the deliveries for other theatrical departments
- Manage the skip and refuse areas
- Support other departments as necessary, especially in receiving deliveries of moving materials, equipment and furniture.
- Specific support given to the carpentry and design teams through the fit-out stages, some of these activities might require some very basic carpentry, hanging drapes or taping edges (as examples)

- Manage specific activities as delegated by the production team - some examples of this might be setting up back of house areas, carrying out painting activities, boarding up windows, making ramps, setting up temporary lighting, setting up scaffolding towers, support teams with the use of access equipment in general.
- Set up stages, build steeldeck areas.
- Ensure crew are trained as banksman and understand Punchdrunk's delivery processes and procedures
- With the production management team, work on the site management arrangements and establish induction procedures as well as site facilities
- Support the building management team as necessary
- Ensure all activities are carried out as per CDM and Safety Procedures and as delegated by the Production Department
- Manage the crew budget, with support from the Head of Production; managing the budget with flexibility to identify where the building and show teams need most support and action accordingly.
- Identify consumables and PPE required for the tasks at hand and order said supplies or liaise with the production team about it
- Manage the crewing schedule and the schedule of specific activities that get assigned to the crew
- Assign crew to part take in certain activities as delegated by the carpentry or design teams such as basic carpentry tasks or supporting the design team with dressing a space

PERSON SPECIFICATION:

ESSENTIAL EXPERIENCE, SKILLS AND ATTRIBUTES

- Experience on a similar role
- Thorough awareness of H&S, including experience creating RAMS and implementing them
- Experience on the safe working practice of:
 - Manual Handling
 - COSHH
 - Respiratory Protection
 - Noise Protection
 - Use of PPE
 - Work at height
 - Rigging
- Good communication skills
- A passion for live art, teamwork and collaboration
- Extensive past crewing work
- Carpentry skills
- Building Skills
- Painting and decorating skills
- Work at Height (ladders, scaff towers and MEWPs)
- Any other technical skills
- Manual handling skills

DESIRABLE EXPERIENCE AND SKILLS

- CDM Knowledge
- IOSH or NEBOSH qualifications
- Rigging qualifications or experience
- Fork Lift Trained
- IPAF Trained
- PASMA Trained
- Any electrical knowledge

ENGAGEMENT TERMS

- Fixed-term contract, approximately 7 months (August 2021-March 2022)
- Up to £33,000 per annum (pro rota) depending on experience
- Place of Work: Punchdrunk offices in Woolwich and other locations in London as required. Due to the nature of this role some evening or weekend work may be required
- Reporting to the Head of Production
- Probation period: 6 weeks probation (notice during probation 1 weeks either side).

NOTES TO APPLICANTS

If you are called for an interview you will be required to sign a Punchdrunk Non-Disclosure Agreement in advance of the meeting.

All applicants must have the right to live and work in the UK

HOW TO APPLY

To apply, please submit your CV and a brief statement (maximum 2 A4 sides) describing your suitability for the position and *specifically* how your experience matches the person specification.

Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to second interview, prior to making an offer.

Please submit your application by email, with the subject "Head of Crew" to workwithus@punchdrunk.com by noon on Wednesday, the 12th of May. Shortlisted candidates will be notified by the 21st of May.

As an Equal Opportunities Employer, Punchdrunk welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfil the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline:

- Deadline for applications: 12pm on Monday, 17th of May
- First Interview: w/c 24th of May
- Second Interview: w/c 31st of May
- Contract commences: August 2021