

JOB INFORMATION & JOB DESCRIPTION

| JOB TITLE | Stage Crew, Embassy Theatre Skegness | Date: May 2026 |
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| PURPOSE OF JOB | | |
| <p>As part of the Stage Crew at the Embassy Theatre, you will support the delivery of a wide range of live performances, events, and activities. You will play a key role in ensuring visiting productions run smoothly, contributing both on stage and behind the scenes to create high-quality experiences for our audiences.</p> <p>Previous experience in within a similar venue would be an advantage but not a requirement as training will be given. The role can be physically demanding and includes occasional working at height.</p> <p>Delivery of high-quality services in accordance with Magna Vitae’s mission, vision and core values as detailed in the company’s business plan.</p> | | |
| Hours of Work: | <p>This is a casual position with work including evenings, weekends & bank holidays. Week by week working arrangements will be in accordance with business requirements and by arrangement with the Theatre Technical manager, subject to your right not to work more than 48 hours per week unless by agreement.</p> | |
| Responsible to: | <p>Senior Technican (on a day-to-day basis).</p> | |
| Team Relationships: | <p>Work based venue colleagues at the Embassy Theatre, wider Magna Vitae operations team and visiting touring crews.</p> | |
| Main terms & conditions of employment: | <p>Payment is made 1 month in arrears. Annual leave ‘roll up’ payment is paid at 12.07% of hours worked</p> <p>Casual - £12.71 per/hr (depending on experience)</p> <p>Benefits include free use of Magna Vitae’s leisure facilities.</p> | |
| Special Requirements: | <p><u>EQUALITY & DIVERSITY:</u> The post holder is required to carry out their duties in a way that supports Magna Vitae’s Equality & Diversity Strategy.</p> <p><u>HEALTH & SAFETY:</u> The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae’s Health and Safety Policy & Commitment Statement.</p> <p><u>SAFEGUARDING CHILDREN & ADULTS:</u> Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.</p> | |
| Work Location: | <p>Embassy Theatre, Grand Parade Skegness. PE25 2UG</p> | |
| Type of Contract: | <p>Casual £12.71 per hour</p> | |

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

KEY ROLE DELIVERABLES

The principle responsibilities can be summarised as follows:

- To work closely with a small but dedicated team to acquire technical excellence at the venue.
- To provide event support to all productions both in house and visiting assisting with venue set ups, loading and unloading of trucks, construction of scenery, operation of motorised and manual winches and assisting with event specific layouts. Includes erecting and manual break-down of seating and decking.
- To assist with the rigging, focus, plotting and operation of lighting and sound systems working safely at height as directed.
- To act as show crew from stage corner position; operating curtains, moving scenery on stage, giving stage calls or operating a follow spot.
- To be fully conversant with emergency & evacuation procedures taking responsibility over visiting company Backstage whenever there is necessity to evacuate or a breach/concern of security is identified.
- To ensure all equipment is left in a safe and secure condition at the end of each performance.
- To support the venues caretaking function as required ensuring areas are left tidy and all doors secured/locked and alarms set prior to leaving the building.
- To carry out cleaning duties as required in accordance with the cleaning schedule, ensuring that high standards of presentation and safety are maintained at all times.
- To take a flexible approach to the theatre's timetable and pattern of work which may require, with notice, additional hours to be worked, including Sundays and Bank Holidays.
- Attendance at Staff and Team meetings / training.
- To comply with Health and Safety legislation and the Embassy Theatre Health and Safety Policy in order to ensure a safe working environment.
- To always maintain a good personal image and relationship between Magna Vitae and their customers.
- To communicate effectively with customers, visitors and colleagues at all times.
- To undertake any further duties which may from time to time be required of the post holder and are commensurate with the responsibilities of the role.

Uniform and PPE will be provided and must be worn at all times during work periods.

Our venue although coastal is not seasonal; we program and operate 12 months of the year. Due to our location summer months and Christmas are our high peak seasons.

Magna Vitae

PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

| JOB REQUIREMENTS & KEY CRITERIA | | Essential/ Desirable |
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| Experience/ Knowledge/ Skills | Previous experience within a similar venue | D |
| | Knowledge of all disciplines within the Theatre technical department, lighting, sound, rigging, pyrotechnics. | D |
| | Basic AV requirements | D |
| | Knowledge of sound installations and operation | D |
| | Ability to work at heights | E |
| | Basic electrical skills including PAT testing | D |
| Qualifications/ Training | First Aid trained | D |
| Personal Qualities | Excellent team player, with a can do approach. | E |
| | A willingness to undertake further training relevant to the position. | E |
| | An active interest in Arts, Culture and Entertainment | E |
| | To be an ambassador of the venue | E |
| | An ability to liaise with a both in house and touring personnel | E |
| | Ability to work in a self-motivated way - under pressure and to tight deadlines | E |
| | Good verbal communicator | E |

FURTHER INFORMATION ABOUT MAGNA VITAE

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| Our Purpose | <p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of</p> |
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| | <p>East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p> |
| Our Vision | Our VISION is to improve the wellbeing of our community, enabling people to live great lives. |
| Our Values | <ul style="list-style-type: none"> • We are in this together • We embrace change • We are always learning • We celebrate differences |
| Benefits of working for Magna Vitae | <p>As a new company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a generous employer pension scheme. We look forward to receiving your application.</p> |