



Introduction to the Stephen Joseph Theatre

The Stephen Joseph Theatre (SJT) is a producing theatre based in Scarborough; it has a national and international reputation, and offers a year-round programme of high-quality theatre and film. SJT also provides a wide-range of participatory activity, through which we work across the borough and with all ages and communities, including: a youth theatre for anyone aged from 5 – 25; schools' workshops; community choirs and activities for those with dementia.

Each year we produce seven shows, of which at least two are brand new. This year's programme included a new adaptation of ***Love's Labours Lost (More or Less)*** co-produced with Shakespeare North Playhouse; ***Noises Off*** and a co-production of ***Pride and Prejudice*** (our big shows for the summer); a world-premiere of Alan Ayckbourn's 91st new play ***Earth Angel***; and our two Christmas shows: ***Sleeping Beauty*** and ***Wonkey Donkey and the Magic Christmas Carrot***.

The work from our visiting companies includes dance, drama, music, solo shows, comedy, family work, circus, poetry, cabaret, magic and drag and this year we've welcomed, Blackeyed Theatre, Frozen Light, John Godber, Mark Thomas, Townsend Productions and Daniel Kitson (amongst others). Our cinema shows nearly 400 films a year, ranging from *Wicked* and *Downton Abbey* to the latest live streaming from the National Theatre.

Our theatre benefits from its proximity to the beautiful North Yorkshire coastline as well as the North York Moors and the Yorkshire Wolds. Scarborough was the first British seaside resort to be established in England and remains one of the UK's most visited destinations. SJT is at the heart of the cultural regeneration plans established by Scarborough Borough Council and now being taken forwards by North Yorkshire Council (who replaced SBC after Local Government Reorganisation). These include Scarborough Fair - a year-round cultural programme incorporating five high-quality, distinctive festivals – the creation of a new council wide cultural strategy and the reinvigoration of the high street.

For locals, and for the thousands who visit this beautiful part of the world every year, SJT provides year-round entertainment: diverse, funny, surprising, visually daring and packing a big emotional punch.

SJT is led by Joint CEOs Paul Robinson (Artistic Director) and Caroline Routh (Executive Director), who have placed the company on a firm financial footing whilst at the same time building a dynamic artistic programme that has secured a significant increase in audiences and national recognition. There are of course challenges ahead but we are looking forward with a sense of optimism and energy.



Welcome from Head of Production, Simon Bedwell

Thank you for your interest in the role of Head of Workshop and Stage here at the SJT at what we believe is an incredibly exciting time for the company.

2026 is a year programmed with an exciting and eclectic mix of in-house produced work, co-productions with our partner venues and a range of toured-in work, from one-nighters to full week engagements. From our big summer musical ***Calendar Girls*** to ***Puss in Boots*** at Christmas to a production of ***Woyzeck*** created by our Young Company, we've got a real range of shows we're going to be working on, and a busy year ahead.

The Head of Workshop and Stage will be joining a hands-on and collaborative Production Team, with a high cross-disciplinary skill level and where design challenges are always met with curiosity and an excitement to solve. We are looking for an individual who wants to be a part of that team; to head up our workshop and assist with some stage operations.

We have a fully kitted out wood workshop with an array of tools and suitable equipment, for which full training can be provided. The workshop connects directly to the Scenic Paintshop, where the successful candidate would have a close working relationship with our Scenic Artist. The Round Theatre - our main performance space – is incredibly flexible and we can stage shows in many different configurations. This means that the demands on the workshop very much vary from production to production – from intricate and detailed pieces of furniture to large-scale scenery installations.

There's lots going on so we're looking for someone who will embrace that challenge. You don't need to have worked in theatre previously but what we do need is a dedicated and skilled craftsperson with proven joinery and construction experience; someone who is keen to help us continue to deliver the high-quality productions we have become known for and who will contribute to our collaborative working culture

Whilst this position is advertised as a fixed 1-year contract, we very much hope that we will be able to extend it into a permanent role, should this initial period prove successful.

If this feels like the perfect opportunity for you, do get in touch. And if an informal chat would help you decide, please drop me an email (simon.bedwell@sjt.uk.com) to find a time.

I look forward to hearing from you.

Best Wishes

Simon

Our Theatre

Vision

We at the SJT believe that culture provokes interest and fires our imaginations; that sharing our experiences and our stories helps build communities and that collaboration builds a compassionate and engaged society.

Our role is to give everyone the opportunity to discover and celebrate their creativity.

In short, we believe that this is yours.

Building

Our theatre is housed in a converted 1936 Odeon cinema building, opposite Scarborough railway station and comprises:

- The Round, a 400-seat theatre space in the round.
- The McCarthy Theatre (The Mac), a 165-seat proscenium arch theatre.
- Rehearsal room, scenic workshop, wardrobe and store.
- Creative Engagement rooms, including dedicated studio space and classrooms.
- The Ramsay Reading Room.
- The Boden Room, a flexible function room.
- Bar and lounge, providing a flexible space for use by audiences and for events and the home of Eat Me Cafe.



The Round



The McCarthy

Head of Workshop and Stage - Job Description

Job Title: Head of Workshop and Stage
Line managed by: Head of Production

Job Purpose

The Head of Workshop and Stage is responsible for the successful realisation of scenic elements for our in-house produced work. The role ensures the highest standards of craftsmanship and efficiency in the build of set, props, and technical elements.

Key Responsibilities and Duties

Production & Technical Delivery

- Oversee the construction, installation, and maintenance of sets, props, and staging for SJT productions.
- Ensure all scenic pieces are delivered safely, efficiently, on time, and within budget.
- Collaborate closely with the Head of Production, Production Managers, and Production Staff to realise artistic visions.
- Alongside the Head of Production, supervise and coordinate workshop/stage teams during fit-ups, rehearsals, performances, and get-outs.
- Maintain high standards of quality and finish across all workshop and stage work.
- Allocate workloads within the workshop to ensure smooth operations across multiple productions.

Health, Safety & Compliance

- Take responsibility for Health and Safety within the Workshop and Scenic Paintshop
- Ensure compliance with risk assessments, safe working practices, and relevant legislation.
- Maintain tools, machinery, and stage equipment in safe working order.

Resource & Budget Management

- Manage workshop and stage budgets, including materials and maintenance costs.
- Source and procure materials and services in a cost-effective and sustainable manner.
- Maintain accurate inventories of tools, equipment, and materials.

Collaboration & Communication

- Work closely with other departments (Lighting, Sound, Costume, Production, etc.) to ensure seamless production delivery.
- Attend production and management meetings as required by Head of Production

Company Responsibilities

- To become familiar with the company's Staff Handbook and to work in accordance with its policies and approaches and with other key organisational strategies as may be required.
- To attend organisational meetings/rehearsals, as required.
- To undertake other tasks and duties as may reasonably be requested.

About role specifications

As SJT evolves to meet the changing needs of a producing company the roles required of all staff will evolve. As such, staff should note that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

Person Specification

Essential

- Experience of high craftsmanship within a mostly timber based workshop
- A wide knowledge of joinery techniques and construction
- The ability to interpret technical drawings
- Good budgeting skills
- Demonstrable understanding of Health & Safety legislation
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and work to deadlines
- Solution based approach to problem solving
- Positive attitude
- Strong organisational skills

Desirable

- IT literate
- Experience of driving vans, including a full clean Driving Licence
- Experience of working in a producing theatre in a similar role
- The ability to work well with creative teams and artists
- Good knowledge of rigging, flying, winches and other stage machinery
- Experience of making scenic elements for a variety of spaces/setups
- Experience of maintaining workshop machinery

Terms and Conditions

Salary:	£ 28 000 - £ 30 000 pa dependent on experience
Contract:	Full time, 1 year Fixed Term Contract
Probationary period:	3 months. Notice period is one month by either party during the probationary period
Notice period:	Two Months after probationary period
Hours:	37.5 hours per week. No overtime is payable, but time off in lieu for excess working hours can be agreed with the line manager. There may be occasional evening or weekend hours.
Pension:	The company operates an auto-enrolment pension scheme in line with current government legislation.
Holiday Entitlement:	25 days per annum (exclusive of Public Holidays).
Place of work:	Stephen Joseph Theatre Scarborough

Any offer of employment will be subject to the receipt of:

- References that are satisfactory to Scarborough Theatre Trust
- Evidence of the right to work in the UK as defined by the Home Office
- A valid DBS check



Application Process

Thank you for your interest in the role of Head of Workshop and Stage here at SJT.

If you are interested, please send a copy of your up-to-date CV together with a letter explaining what attracts you to this position and why you think you would be good at it. We'd particularly like to hear from you about any specific examples of past experience that tie directly into the person specification.

As part of your application, please also include the names and contact details of two referees. We won't ask anyone for a reference before interviews and then only after checking with you first that you are happy for us to speak to them.

It's not part of your application, but it would really help us to monitor our equal opportunities plan if you could complete an Equal Opportunities Form, which can be found on the vacancies page on our website. This form will only be used for monitoring purposes; it will be removed when your application is received and kept separately so that it doesn't form any part of the shortlisting process.

All applications must be sent via email to Simon Bedwell on simon.bedwell@sjt.uk.com with "Head of Workshop and Stage" in the subject line by 0900 on 19th December 2025.

Access provision and additional support/resources: We want this role to be an opportunity for the widest possible group of people who fit its criteria. We are committed to providing support with access requirements and are open to a conversation with any applicant about how they may be supported to fulfil the role. Please let us know of any access needs you may have at any point in the recruitment process and we will work with you to ensure those are met. We will also ensure that access requirements are not a factor in our decision-making process.

There's a wealth of useful info on communicating your specific needs here: www.accessdocsforartists.com and alexandrinahemsley.com/resources/access-rider-open-template/

We'll hold first round interviews via Zoom on 7th January 2026.

