



Vacancy: Stage Manager (Freelance Contract)

JOB SUMMARY

Responsible to: Producer

Responsible for: Managing all touring and technical areas of a small-scale tour.

Fee: £500 per week plus travel and per diems.

Tour dates: October - November 2016 and December 2016, Spring/Summer 2017

Application deadline: Mon 30th May, 5pm

Interviews will take place on Weds 8th May, Z-arts

Key objectives:

Turned On Its Head create participatory theatre for babies aged six months – children aged 4 and their families. The company is touring their new show “Sponge” nationally in Autumn 2016 and Summer 2017. We are looking for an experienced enthusiastic individual to join this vibrant and exciting small touring team. This is a multi-skilled position and applicants will need to demonstrate a range of organisational and technical skills and have experience in small-scale touring theatre environment.

JOB DESCRIPTION

The Stage Manager’s primary role is to ensure that all the lighting, sound, props and stage requirements are met on tour. As such, they may be expected to work unsupervised and operate a venues technical systems in accordance with their Health and Safety procedures. They should behave in a professional and considerate manner in all dealings with colleagues and venues.

Key Tasks:

- Prepare all props/set required for the production – ensuring the required amount is available and in complete working order.
- Work closely with dancers and keep them informed of all changes.
- Keep all paperwork up to date and assist in the maintaining of accurate records of the production (queue sheet, show reports, front of house briefing)
- Operate lighting and sound consoles (sound run from QLab).
- Manage fit-up/rig and strike of set, LX, & sound of all performances
- Ensure work is carried out in accordance with each venues Health and Safety Policy; making sure team members are aware of the requirements and informing the dancers if further instruction is required.
- Liaising with venues to ensure all equipment and technical requirements are met.
- Liaising with venue to ensure that all FOH staff have been briefed and know what their roles are during the performance.
- Drive the company van and ensure that journey schedules are adhered to.



- Assisting with prop construction and maintenance - communicate any issues or repairs needed to Artistic Director and/or Producer.
- Carry out any other duties relevant to the post.
- To report back to the Producer and/or the Artistic Director on matters that need a change of risk assessment, change of seating or music.

PERSON SPECIFICATION

The Technical Manager will need to be self-motivated and will need to possess the following skills, experience, abilities and knowledge:

Technical

- Experience of Stage Managing touring work
- Knowledge of Health and Safety procedures
- Experience of safe rigging practices
- Maintenance and PAT test experience
- Good understanding of stage systems and techniques
- Experience of focusing a wide variety of lighting equipment
- Experience of using sound systems
- A varied knowledge of all theatrical technical areas
- The ability to read and action lighting plans.
- Experience of following Risk Assessments
- Ability to make minor repairs and maintain props as and when needed

Personal

- Excellent communication skills
- The ability to work unsupervised
- Motivation to maintain a positive work environment
- The ability to problem solve quickly and work to tight deadlines
- The ability to work unsociable hours
- Full and clean driver's license and own transport (will be required to drive a small van).

APPLICATION PROCESS

Application Deadline: Mon 30 May 5pm

Interview Dates: Weds 8 May

To apply please send a CV, cover letter and 2 referees to holly@z-arts.org

Please include the following in your application:

- Any relevant experience touring small-scale work, and in particular any reference to working within immersive and/or children theatre.
- Why you are interested in this role.
- Why you think you would be the right person for the job.
- What you think the challenges and highlights of this role would be.