



The Dukes Lancaster

Production Department Job Description **Stage Manager**

Inhouse 2024

Purpose

The Stage Manager is a member of the production team who departmentally deliver all Stage, Technical, Stage management & Costume elements of the production.

The Stage Manager is a Head of Department & responsible for ensuring all Props are sourced & set as per the Designer & Director's vision. The Stage Manager is also responsible for monitoring general cast welfare & ensuring call times are distributed & rehearsal communications are delivered effectively by the team.

The Stage Manager is expected be on duty for all of the performances.

Rehearsals may take place at our other nearby venue - 'Moor Space'

Cast

There is a cast of 6 professional actors who play a variety of roles.

General terms (see contract)

Responsible to: Head of Production

Responsible for: DSM, ASM, Crew. Cast/Company calls.

Contract: Fixed Terms.

From Monday 21st October to Tuesday 7th January

Hours

As detailed in contract.

Schedule own hours as necessary according to rehearsal & production schedule.

Pay

As detailed in contract.

Responsibilities

May include but not limited to:

- Attending Production meetings & rehearsals, show calls as required.
- Oversee all Props lists & materials. Ensuring they are sourced, produced, prepared as required as per the Designer's & Directors vision.

Delegate work to DSM, ASM, Freelance assistants/makers in consultation with the Head of Production.
- To make various custom prop items within capability or delegate to other makers.
- To work alongside other technical departments, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show.
- Creating accurate plots & show tracks for all SM staff.
- To oversee the clean-down & returns at the end of the run & ensure props are catalogued & returned to stores.
- Working in accordance with the Dukes Health and Safety policy & Risk Assessments, using appropriate PPE/ safety equipment where necessary & to wear Dukes Hi-Viz / branded outerwear as required.
- To report potential H&S risks.
- To ensure that any show weaponry is stored as per legislation. With the Head of Production notify the relevant authorities & establish a proper protocol for handling & transport of such items. Ensuring proper documentation, registers & safety checks are carried out & completed.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Dukes Head of Production.

Person Specification

Essential

A range of professional Stage Management experience.

Experienced of producing theatre practice.

A working knowledge of UK Theatre/Equity Subsidised agreements.

Experience & Awareness of H&S procedures such as Risk Assessments, Manual Handling, COSH.

Strong Interpersonal skills with experience of working with Directors, Designers, Actors & a good cross-department communicator.

Ability to work well within tight timeframes & meet deadlines.

Willingness to work unsociable hours & overtime if necessary.

Prop making / prop painting skills

Desirable

Current First Aid Certificate.

Full Clean Driving license & experience of driving transit or similar size vans.

Experience of working with a range of people with accessible needs.

Skills / Experience in British Sign Language.