



THEATRE CENTRE - COMPANY STAGE MANAGER JOB PACK

JOB TITLE:	Company Stage Manager – <i>The Border</i> by Afsaneh Gray
RESPONSIBLE TO:	Artistic Director and Executive Director
LINE MANAGER:	Programme and Administration Coordinator
CONTRACT:	Fixed Term (15 weeks)

ABOUT THEATRE CENTRE

Theatre Centre brings world class theatre straight into the heart of schools. We make plays with big heart that empower children and young people to think, act and speak for themselves. We design practical encounters with students and teachers which educate them on theatre practice, creative skills and activism. We are experts in touring, going everywhere, so all children and young people can see excellent live theatre. As we move towards our 70th birthday, we lead the Theatre in Schools movement as an Arts Council England National Portfolio Organisation and wave the flag for more writers and artists to make work for young audiences in the UK and beyond.

PURPOSE OF JOB

To manage all aspects of stage and company tour management for Theatre Centre's production of *The Border* by Afsaneh Gray, which tours nationally to schools and venues in Autumn 2019.

DUTIES AND RESPONSIBILITIES:

COMPANY

- To represent Theatre Centre on tour and be responsible for company welfare.
- To maintain good communication between the Theatre Centre office and acting company.
- To motivate the team, ensuring company moral remains high and staying in contact with the Programme and Administration Coordinator about any issues that arise.
- To keep an accurate record and receipts of all petty cash spending.
- To fill in time sheets for the actors and CSM.
- To issue call times in advance of touring weeks and enforce punctuality promptly and with a light touch, in consultation with the Programme and Administration Coordinator.

REHEARSALS

- To undertake DSM duties; to prepare, maintain and update the prompt copy of the script.
- To liaise with the Production Manager about set and prop requirements; to issue rehearsal notes to the creative team in consultation with the Director.
- To schedule and circulate rehearsal call times in consultation with the Director.
- To devise and implement a van pack/get-in strategy in advance of touring.

SCHOOLS AND VENUES

- To operate the show at schools and venues.
- To manage and supervise company get-in and get-out at all performance spaces.
- To ensure Theatre Centre code of conduct in schools is adhered to at all times.
- To check tour schedules issued by the Theatre Centre office in advance of arrival at schools and venues and to issue calls to the company.
- To liaise with venue technical staff and management as required.
- To lead on the LX rig and focus.
- To set up sound equipment and to notify or rectify any issues with equipment whilst on tour.
- To assess and organise seating configurations in schools.
- To issue and collect teacher/student/venue feedback forms.
- To oversee the issue of pens and/or scripts for either hand-out or sale by FOH staff.
- To facilitate any repairs and replacements to costumes and set as necessary.
- To produce and distribute show reports.

ON THE ROAD

- To drive the van (Mercedes Sprinter long wheel-base) safely and within legal requirements, and inform Theatre Centre office of any issues regarding the vehicle or parking.
- To assess driving routes and timings ahead of journeys.

OTHER DUTIES

- To ensure all company and statutory Health and Safety guidelines and requirements are followed during rehearsals and on tour.
- To ensure that Theatre Centre production values are maintained on tour.
- To participate in evaluation processes if required.
- To provide and communicate relevant risk assessments for the production and tour.
- To ensure all expenditure remains within the allocated budget and that any additional costs are authorised in advance.

- The tour will include very early starts and require scheduling/coordinating company meals and breaks.

ESSENTIAL EXPERIENCE AND SKILLS

- Proven experience as a Company Stage Manager or Deputy Stage Manager
- Knowledge of QLab
- Technical knowledge of sound playback and system set up
- Proven experience of theatre touring including get-ins and fit ups, relighting and tour coordination
- Full clean driving licence and the ability to drive the touring vehicle (long wheel-base Mercedes Sprinter)
- Good knowledge of current Health and Safety legislation and risk assessment
- Ability to communicate effectively with the Company, Theatre Centre team and Schools
- Ability to work to and support a rehearsal and production schedule
- Experience of working in rehearsal
- Experience of coordinating with Production Managers and venue technical staff
- Ability to respect children and young people, and safeguarding procedures at all times

OTHER REQUIREMENTS

- This position is subject to Enhanced DBS Disclosure. Theatre Centre will organise and cover the cost of this.

OUTLINE OF TERMS AND CONDITIONS

Contract Type:	Fixed Term Contract 15 weeks from 12 August 2019, plus an additional day, pre-tour, for planning.
Production Dates:	Rehearsals begin – 12 August 2019 Production week – 9 September 2019 First performance – 12 September 2019 Tour ends – 23 November 2019
Fee:	£530 per week, plus accommodation and subsistence touring allowance (ITC/Equity) and pension contributions (5% Equity pension scheme, or 3% other pension schemes).

For further details about Theatre Centre please see our website:
www.theatre-centre.co.uk

APPLICATION

The deadline for applications is 9am, Monday 29th April. Shortlisted candidates will be invited to an informal interview and a chat on Thursday 9th May 2019.

Please send your CV and a covering letter stating your suitability for the position, along with an equal opportunities form, and email these to admin@theatre-centre.co.uk

Or send by post to:

Recruitment
Theatre Centre
Shoreditch Town Hall
380 Old Street
London
EC1V 9LT

Theatre Centre is an Equal Opportunities Employer and recognises the importance and advantages of diverse workplaces and communities. We welcome applications from those who identify as BAME, LGBTQI and/or have a disability.

Theatre Centre is a Disability Confident Employer – we guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. Should you need this information in another format, require reasonable adjustment, or like to apply under the Guaranteed Interview Scheme, please let us know.

