

WELCOME

Thank you for your interest in the post of Assistant Stage Manager (Part time/Job share) at New Vic Theatre.

NEW VIC THEATRE INFORMATION

*Our mission is to make excellent theatre in the round and
be a force for positive change in our region.*

Our vision is of a theatre which:

- Makes distinctive theatre in distinctive spaces
- Increases engagement with the arts, especially among young people
- Nurtures artists and the artform
- Showcases Staffordshire and Stoke-on-Trent as places where creativity and excellence thrive
- Inspires local pride, making this a better place to live, work and do business
- Works in partnership with Arts Council England and Local Authorities to make investment go further and achieve more

The New Vic is one of the country's most successful producing theatres and a key part of the region's cultural life, engaging 150,000 people each year. We deliver a programme of international-class work made with local audiences in mind, complemented by an award-winning community programme, and education work which alone reaches around 25,000 people of all ages per year. Built in 1986 as Europe's first purpose-built theatre-in-the-round, the theatre has a special role to play in the architectural heritage of theatre development. We recognise our responsibility to provide tangible returns for the public investment we receive, and therefore seek through all our work to help make the local community a better, safer and more inspiring place to live and work.

We explore new and exciting theatre through a continued programme of investment in artistic development. Our busy programme includes both award-winning, in-house work and touring productions.

Theatre-in-the-round is a democratic ideology, it radiates through all our work ensuring that the local communities of Staffordshire and Stoke-on-Trent have a sense of ownership and engage with the theatre at every level. As one of only a few local arts organisations, our award-winning New Vic Borderlines, and New Vic Education ensure we are key to the cultural life of the region. Alongside this the theatre leads, Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent in the arts. We are committed to increasing aspirations, empowering communities to tackle complex social issues and making a real difference in an area that experiences serious deprivation.

Other recent achievements include becoming the first building based theatre company outside London to become a National Theatre Studio Affiliate and receiving critical acclaim for our productions of *Around the World in 80 Days* and *Dracula*.

“standing ovation for this beautifully-executed magnificently preposterous romp”

★★★★ The Independent for *Around the World in 80 Days* 2014

“the first half is one of the most impressive hours I’ve spent in the theatre for months”

★★★★ The Observer for *Dracula* 2015

The New Vic operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council

JOB DESCRIPTION AND ROLE INFORMATION

JOB TITLE: ASSISTANT STAGE MANAGER (PART TIME/JOB SHARE)

STAGE MANAGEMENT DEPARTMENT AND ROLE OVERVIEW

The New Vic Stage Management department of 6 (CSM, 2 DSMs, 2 ASMs, 1 Technical ASM) operate as a team and undertake all the usual stage management duties.

THE DUTIES OF THE A.S.M. ARE AS FOLLOWS:

- To liaise with the Production Manager, the Company Stage Manager, Design department, Director, Designer and other Creatives to obtain a thorough understanding of the relevant requirements of New Vic productions.
- Liaise with Acting company and other Production departments as required.
- Producing and maintaining the props list, marking up, providing/producing and sourcing rehearsal props and furniture as required.
- Provide rehearsal support to the DSM, which may involve attendance at rehearsals as required.
- Running rehearsals and providing occasional "Book cover" during rehearsals as required
- To attend production meetings and other meetings as required by the CSM and Production Manager.
- To research, source, borrow/hire, make or buy props and furniture as required. All within the budget parameters, design specification and timeframe.
- Daily reading of and responding to rehearsal notes, in liaison with the Company Stage Manager.
- Assemble both props, running and setting lists prior to the first performance and maintain these lists for length of the production.
- Carry out scene changes, including occasional operation of flown scenic elements, follow spots, traps, assist with Acting company costume changes and any other show related duties as required.
- Set up / re-set for performance, carry out pre-show checks and assist with running maintenance of props and settings for shows in performance.
- To be present at get-ins and fit-ups for New Vic and Visiting productions as required by the Production Manager or Company Stage Manager.
- To occasionally carry out relevant duties as outlined above at other venues to which New Vic productions / co-productions may transfer or tour.
- To assist with get-ins, fit-ups, get-outs and set strikes / restores to facilitate concerts and events as required.
- To be the duty stage manager and provide the relevant welcome and briefing for visiting companies advising on House Rules and safety policies as necessary.
- Assist with the maintenance, storage and hiring of the theatre's stock furniture and properties as required.
- To assist with general maintenance and cleanliness of working areas and storage spaces.
- Assist in the rigging of drapes, floor cloths and other scenic elements and the operation of shows for rehearsals and performances in the Stephen Joseph Studio Theatre.
- To assist where necessary with other New Vic Production i.e Education and Borderlines as requested by the Company Stage Manager and Production Manager.
- To uphold the New Vic's production values and work for the interest of the New Vic.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Production Manager.

- There may be occasional opportunities for providing “Book cover” for an entire production (including the preparation and maintenance of the prompt copy, scheduling and calling of acting company, preparation and distribution of rehearsal notes, cueing of performance, completion and distribution of show reports, etc;)
- Any other related duties as may reasonably be required by the Production Manager or Company Stage Manager.
- Other related duties as may be required by the Production Manager or C.S.M.

PERSON SPECIFICATION ASSISTANT STAGE MANAGER (PART TIME/JOB SHARE)

The following represent the essential and desirable attributes for the post of Assistant Stage Manager.

| Essential Criteria | Desirable Criteria |
|--|--|
| Qualifications & Experience | |
| <ul style="list-style-type: none"> Professional experience in Stage Management Current Full Driving Licence Experiencing at sourcing props | <ul style="list-style-type: none"> Relevant Stage Management qualification First Aid qualification Experience in making props Experience of driving vans |
| Skills and Knowledge | |
| <ul style="list-style-type: none"> Excellent communication skills Ability to work well in a team Organized and flexible approach to work. Ability to work and remain calm under pressure. Working Knowledge of MS Outlook and MS Office or Equivalent | <ul style="list-style-type: none"> Knowledge of health and safety requirements |
| General | |
| <ul style="list-style-type: none"> Ability and willingness to work unsocial hours including evenings, weekends and public holidays. A demonstrable interest in theatre | |

OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Assistant Stage Manager is offered on an in-house annualised hours contract and based on the terms within the UK Theatre/ Subsidised Repertory agreement. This post is to start February 2017.

SALARY

The weekly wage for this post is £200 per week, in accordance with the UK Theatre /Equity Subsidised Repertory Agreement (MRSL: Grade 2 Theatre pro rata) based on an calculated working week of 21.5 hours (0.5 FTE Equity agreement). Overtime is applicable to this post.

We are aware that UK Theatre and Equity are in negotiation with regards to new rates terms of the subsidised repertory agreement. We will honour those rates and apply those terms to this agreement (i.e. changes in maximum Equity working day, weekly working hours etc.).

Subsistence will be paid as per the terms of the agreement at the UK Theatre/Equity subsistence rate (currently £156 but new rates are still in negotiation).

Wages are paid weekly on Friday by credit transfer.

HOURS OF WORK

Your contracted hours are 1118 per annum (based on an average 21.5 hour week). The working week is from Monday through Saturday and scheduled by the Company Stage Manager. Hours will be scheduled in accordance with the UK Theatre/Equity subsidised repertory agreement.

Working hours are scheduled on a rota basis and will be flexible so your hours may differ from week to week but this will be planned and notified in advance. The planning will involve discussion with both partners in the job share.

Hours will be scheduled 3 weeks in advance as far as this is possible, however we may ask you to alter your week at shorter notice in the case of emergencies

In practice this means that:-

- There will be some daytime and some evening work.
- There will be some full Tech weeks required where each half of the job share will be required to work for the whole week in order to make the show operationally possible.
- There will be some Saturday working required.
- There may be some zero hours weeks in order to balance full / longer weeks.

Hours are recorded/submitted to the Company Stage Manager on a weekly basis.

To enable childcare or other advance planning we will endeavour where possible to schedule working in consultation with you and your job share partner in advance. If both parties suggest and agree a particular working pattern that meets the needs of the job share delivery then we will do our best to accommodate that. However, any pattern of agreed days will vary from time to time including regular Saturday working, shared between job share partners as appropriate. This will be discussed with you and your job share partner in advance. An example draft rota is attached to demonstrate how we see this share working.

Any hours in addition to your normal hours are to be agreed in advance with your manager. Overtime payments will rarely be incurred and only with prior consent of the Company Stage Manager.

All employees are expected to work evenings and Saturdays. You may be asked to work on a Sunday on an occasional basis.

Your working hours will be calculated and taken from the annual bank as follows

Single time

- Hours worked up to 43 in any one week

Time and a half

- For hours in excess of the maximum working day
- For any missed breaks or this will be paid

Double time

- Any hours worked between midnight and 8.30 am
- Any hours worked on a Public Holiday

Hours are calculated calculation of hours runs from 1 April to 31 March

Hours to be paid as overtime and not included within the calculations of the overall bank of annual hours.

- Any hours not included in daily hours is as defined the Equity/UK Theatre subsidised repertory agreements.

- Any hours worked on a Sunday excluding work done under clause 8.2,8.3,8.5,8.6 of the Equity Subsidised Agreement dated October 2010 for Sunday performances
- Any hours in excess of 43 in any one week and will be paid at time and a half
- Any hours worked on a Sunday which are not under the above, are not included within your contractual working week and paid at double time of your normal hourly rate.

ADDITIONAL PAYMENTS

Hours worked over 1118 from 1 April-31 March (in any one year) or pro rata if calculating less than a year period.

Additional payments under the UK Theatre/ Subsidised repertory agreement e.g. Additional performances, missed breaks payment, overnight breaks, additional performances, force majeure, stage management in costume, stage management extra services, Sunday performances, subsistence, touring allowance and meal allowances will be paid at the rate currently agreed and in force by UK Theatre/Equity at that time.

END OF CONTRACT

For the purposes of calculation for any payment either owed to you or to the New Vic at the end of your contract, your weekly hours are 21.5 hours per week in accordance with your basic weekly wage. If you have worked more than the accrued hours paid to you, any additional hours owing to you will be paid in the final settlement. If you have worked less than the accrued hours, then the appropriate deduction will be made from your final settlement.

HOLIDAY ENTITLEMENT

The annual holiday entitlement is 5.6 weeks (4 weeks plus 8 bank holidays). Entitlement for any incomplete year will be calculated pro rata.

The annual leave entitlement will be 121 hours including bank holidays. This is based on a full time equivalent of 4 weeks, plus 8 days bank holidays (i.e. 241 hours)

On bank holidays not worked, 4 hours of leave will be deducted from your annual leave calculation

Where holiday entitlement is taken other than in complete weeks the contracted working hours for such weeks shall be reduced by 4 hours for each working day so taken.

The holiday year runs from 1st April to 31st March

NOTICE PERIOD

The notice period is 4 weeks.

GENERAL

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The basic employee contribution of 1% is matched by the New Vic.

Also, the company has a pension scheme where the company makes a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

All offers of employment are subject to the receipt of satisfactory references and medical questionnaire and supplying satisfactory documentation under the Asylum and Immigration Act 1996 of proof to work in the UK.

PROBATIONARY & NOTICE PERIOD

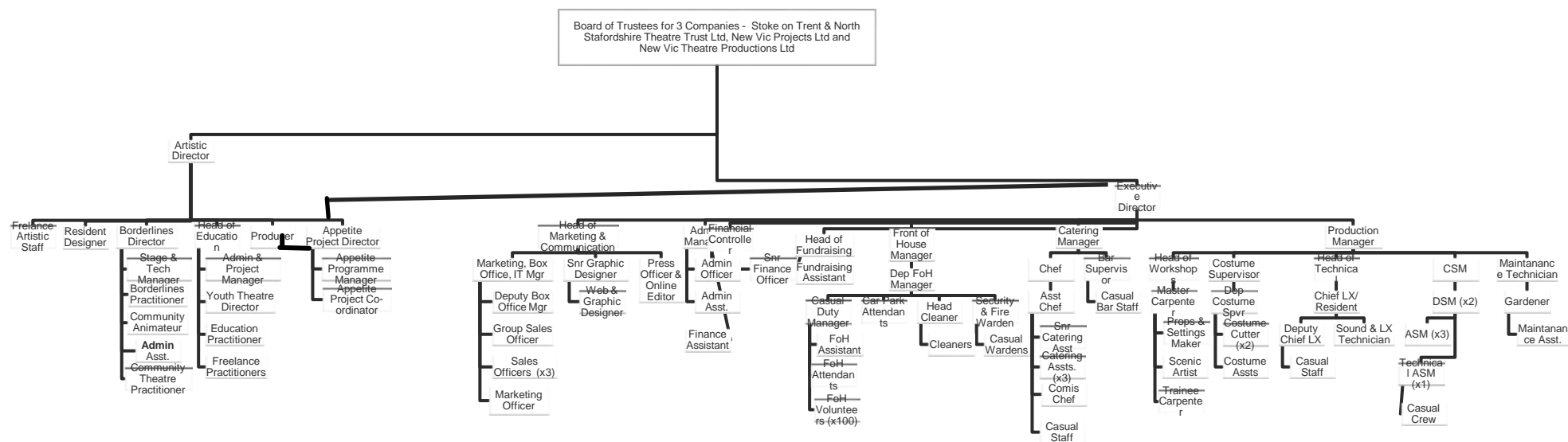
The probationary period for this post is 6 months. The notice period is 4 weeks.

GENERAL

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. The basic employee contribution of 1% is matched by the New Vic. Following the qualifying period the company will make a contribution of up to 5% of basic salary matching the employees own contribution. Full details including qualifying period and joining dates are listed within the company handbook.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.

New Vic Theatre Organisation Chart



YOUR APPLICATION

Thank you for expressing an interest in the position of **Assistant Stage Manager (part time/jobshare)** at the New Vic Theatre.

Closing date for applications – Friday 9 December 2016 at 12 noon.

Interviews – Week commencing 12 December 2016

Ensure that your application contains details of relevant experience and the qualities you believe you could bring to the position. Please do not submit a CV, pre-prepared references or covering letters as these will not be used during short listing.

We value diversity in the workplace and positively encourage applicants from all sections of the community. In accordance with good equal opportunities practice, section 1 and the equal opportunities monitoring form will be separated before short listing. Please ensure that all questions on the application and equal opportunities monitoring form are fully completed. The short listing panel will make their decisions based solely on Section 2, without access to any personal information.

Please return your application form and equal opportunities form by post to me at New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG or by email to recruitment@newvictheatre.org.uk. Shortlisted candidates that have emailed their application to us will be asked to sign their application form at their interview.

To find out more about the New Vic Theatre visit our website www.newvictheatre.org.uk. If you have any queries regarding the vacancy please email recruitment@newvictheatre.org.uk or call 01782 381371.

With thanks once again for your interest.

Yours sincerely



Tracey Wainwright
Administration Manager