

NEWVIC THEATRE



COMPANY STAGE MANAGER
JOB PACK
MARCH 2017

WELCOME

Thank you for your interest in the post of Company Stage Manager 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: COMPANY STAGE MANAGER

STAGE MANAGEMENT DEPARTMENT AND ROLE OVERVIEW

The New Vic Stage Management department (Currently CSM, 2 DSMs & 1 full time ASM, 2 half-time job share ASM's and a full time Technical ASM (working 50% each with the Stage Management and Technical departments) operate as a team and undertake the full range of stage management duties including propping, running the floor and assisting fit-ups and change-overs.

The CSM is responsible for the Stage Management team, the welfare of acting companies and young companies and wider support of all activities at the New Vic. The role involves working closely with Directors, Designers, Production Departments, Administration and Marketing.

The duties of the CSM is as follows:

CREATIVE DELIVERY

- Co-ordinate and manage the delivery of New Vic Stage Management services to the highest possible standards ensuring this is attained effectively within available resources
- Liaise with the Production Manager, Director, Designer and other members of the creative and production teams to obtain a thorough understanding of the relevant requirements of New Vic productions.
- Attend preliminary meetings with the Designers/ Directors of New Vic productions as required, interpreting designs and providing advice as appropriate.
- Attend production meetings and other meetings as required.
- Oversee rehearsals and performances of current productions.
- Oversee the preparation of rehearsal props, first calls, marking up and maintaining rehearsal spaces.
- Oversee and lead the smooth and efficient running of Technical and Dress rehearsals, Previews and Performances
- Running the floor for New Vic productions in performance, particularly Christmas shows and other large scale productions as required.
- Be present at get-ins and fit-ups for New Vic productions as required.
- Liaise with the Production Manager on production transfers and tours led by New Vic Theatre to other venues, overseeing 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 as required.
- Assist with get-ins, fit-ups, get-outs and set strikes/ restores to facilitate concerts and visiting companies productions as required.

TEAM LEADERSHIP

- Manage an efficient and effective department, ensuring staff are capable and motivated and have clear targets for work.
- Assess staffing requirements, recruit and manage casual and freelance staff, and tour staff as necessary for each production.
- Schedule Stage Management staff time and calls for each week
- Brief Stage Management staff regularly and appraise them at least once a year identifying training and development needs.

- Advise and assist members of the department in their duties.

ACTING & YOUNG COMPANY MANAGEMENT

- Oversee all matters relating to acting companies from the point of contract including travel and calls for pre-rehearsal press work, photo shoots, costume fittings, etc.
- Ensure and manage the general welfare of acting companies, young companies, and chaperones in productions including emergency medical, dental and osteopathic care when necessary. This responsibility extends to productions and co-productions that transfer or tour.
- Be responsible for timesheets for acting companies and monitor and control overtime as required.
- Coordinate meet and greet sessions for new acting companies.
- Deal with any Equity contractual or union matters that may arise in conjunction with the Executive Director and Administration Manager.
- Lead the health and safety induction on the set for each production.
- Liaise with the Production Director & Production Manager about the use of children / young companies in shows and to assist with creating appropriate schedules of work.
- Be the first point of contact for young companies and chaperones and assist in the management of chaperones employed by the New Vic.

FINANCIAL AND GENERAL STAGE MANAGEMENT

- Cost and budget all relevant aspects of productions as required.
- Oversee research and sourcing of props and arrange for the borrowing, purchase or making of props as required.
- Complete timesheets and working time records for Stage Management staff each week.
- Control the department's petty cash monitoring expenditure of individual show and stock budgets, keeping the production manager regularly updated.
- Manage the CSM's company credit card and expenditure in line with formal New Vic procedures.
- Oversee the maintenance and storage of the theatre's stock furniture and properties.
- Manage New Vic prop hires and develop the income stream associated with this
- Provide appropriate support for other New Vic departments, including Education, Borderlines and Props.

ORGANISATIONAL REQUIREMENTS

- Maintain a friendly and polite approach whilst in contact with staff, artists, partners and the public.
- Liaise with all other Heads of Department in dealing with any matters that may arise from acting companies or Stage Management whenever necessary.
- Maintain a regular dialogue with the Production Manager, Artistic Director and Executive Director, keeping them in touch with matters concerning the current shows in performance and rehearsal.
- Liaise with visiting companies as required providing the relevant welcome and support and advising on House Rules and safety policies as necessary.
- Assist with preparation of rehearsal, production week and performance schedules as appropriate in conjunction with the Production Manager / Executive Director as required.
- Monitor and manage the cleanliness / tidiness of the atrium, backstage and dressing room areas ensuring high standards of health and safety are maintained.

- Maintain good housekeeping in all sites of work.
- Ensure students get a satisfactory placement, both from the point of view of their learning experience and also seeing that the work which they produce is a valuable contribution to the show, and that they have a good opportunity to work with a team.
- Oversee the provision of consumables in the atrium.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used in conjunction with other the Production Manager.
- Attend theatre open days and other relevant events as required.
- Work towards the achievement of New Vic Theatre goals and quality standards.
- Carry out other related duties so as to ensure the safe and efficient running of the Stage Management department as may be requested from time to time by the Production Manager.
- Abide by New Vic policies and procedures.
- Attend training when required.

PERSON SPECIFICATION DEPUTY STAGE MANAGER

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

Essential Criteria	Desirable Criteria
Qualifications & Experience	
<ul style="list-style-type: none"> • Professional experience working at a senior level in Stage Management. • Knowledge and experience in the finding and purchasing of properties, furnishings and other items. • Experience of supervising and running technical rehearsals, dress rehearsals and performances. • Current full valid driving license. 	<ul style="list-style-type: none"> • Relevant Stage Management qualification. • First Aid qualification. • Experience of touring and moving shows between venues. • Experience of dealing with in-coming touring companies. • Experience of driving vans.
Skills and Knowledge	
<ul style="list-style-type: none"> • Excellent communication skills. • Effective and efficient organisational skills. • Effective and accurate budget management. • A demonstrable interest in theatre. • Proven ability to plan, schedule and manage the output of a stage management team. • Proven ability to manage and motivate staff. • Ability to manage and co-ordinate departmental and casual staff and acting companies. • Ability and willingness to work collaboratively with Directors, Designers, Actors and other departments. • Ability to work well in a team. • Ability to prioritise tasks to be carried out in order to work to schedules and meet deadlines. • Organised and flexible approach to work. • Ability to work and remain calm under pressure. • Knowledge of health and safety requirements. • Ability to work to a high standard • Computer Literate 	<ul style="list-style-type: none"> • Ability to interpret designs. • Good attention to detail. • Willingness to learn and undertake new challenges. • Ability to make props.
General	
<ul style="list-style-type: none"> • Ability and willingness to work unsocial hours including evenings, weekends and public holidays. 	

OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Company Stage Manager is offered on an UK Theatre/Equity Subsidised Repertory Contract on a permanent basis.

SALARY

The weekly wage for this post is £491 per week, in accordance with the UK Theatre /Equity Subsidised Repertory Agreement (MRSL:- Grade 2 Theatre). Subsistence will be paid as per the terms of the agreement at the UK Theatre/Equity subsistence rate of £156. Wages are paid weekly on Friday by credit transfer.

HOURS OF WORK

The working week is from Monday through Saturday and shall consist of a 43 hours distributed across this time and scheduled in agreement with the Production Manager.

Any hours in addition to your normal hours are to be agreed in advance with your manager. Overtime will rarely be incurred, except on Production weeks, and only with prior consent.

Sunday calls are very rare and will be paid at the appropriate overtime rate in accordance with the UK Theatre/Equity agreement.

HOLIDAY ENTITLEMENT

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

PROBATIONARY & NOTICE PERIOD

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

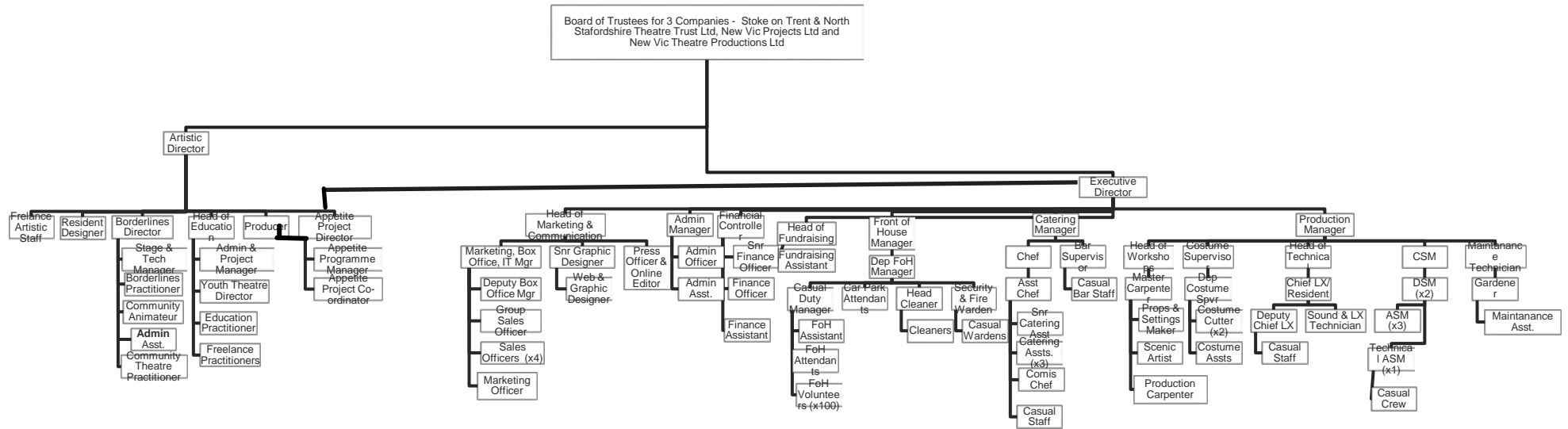
GENERAL

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.

Staff employed under the UK Theatre/Equity Subsidised Repertory Agreement may choose to pay into the Equity Pension scheme as per the terms in the agreement. Alternatively permanent staff may opt to join the New Vic Company Pension scheme. Full details for the company pension scheme are in the staff 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 **Company Stage Manager** at the New Vic Theatre.

Closing date for applications – Friday 28 April 2017 at 10am.

Interviews: First round interviews Friday 12 May 2017

Second round interviews Wednesday 17 May 2017

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