

NEW VICT THEATRE

A theatrical stage scene. A central figure in a dark, heavy coat stands in a circular spotlight on a dark stage. To the left, another figure is partially visible. To the right, a large red curtain hangs from above. The background is dark, and the overall atmosphere is dramatic and mysterious.

DEPUTY STAGE MANAGER
JOB PACK
JULY 2017

WELCOME

Thank you for your interest in the post of Deputy 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.*

The New Vic is one of the country's busiest producing theatres. We make 7 or more of our own shows each year, which means that it's normal for us to have a show on our stage and one in the rehearsal room. We maintain year-round craft and production departments. This enables us to produce hugely ambitious work, including large casts, live music, aerial and digital adventures. Our 600 seater auditorium is a distinctive in-the-round space.

We also collaborate with partners across the country. Current partners include Manchester's Royal Exchange, Kenny Wax Family Entertainment, Scarborough's Stephen Joseph Theatre and No Fit State Circus.

We are a significant local employer, and the life of the theatre is made even busier by our very active Education, Borderlines and Appetite departments, through who we make real and lasting change in local lives. The job satisfaction involved in being part of an organisation delivering such change is immense.

In 2018 we will deliver a huge project in collaboration with No Fit State Circus, supported by an Arts Council 'Ambition for Excellence' award, aimed at making our area a focus of national celebrations to mark the 250th anniversary of the invention of circus. As part of this project the New Vic will deliver a 14 hander new play, packed with circus skills and including live music. The New Vic is also working with Stoke-on-Trent council on the 2021 City of Culture bid.

Our production of *Around the World in 80 Days* is currently touring the country and is a good example of the sort of work we create. Visit www.80dayslive.com for information about its current whereabouts which includes Cadogan Hall in London 2 Aug till 2 Sep.

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 on *Around the World in 80 Days*

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

★★★★★ The Observer on *Dracula*

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: DEPUTY STAGE MANAGER

Responsible to: Company Stage Manager

Responsible for: Assistant Stage Managers and Technical Assistant Stage Managers

STAGE MANAGEMENT DEPARTMENT:

The New Vic Stage Management department of 6 (CSM, 2 DSMs & 1 full time and 2 part time ASMs and 1 Technical ASM) operate as a team and undertake all the usual stage management duties. While the DSMs between them undertake the majority of “books” for New Vic productions, they participate in all the department’s duties including propping, running the floor and assisting at fit-ups and change-overs.

ROLE PRIMARY RESPONSIBILITIES:

- To liaise with the Production Manager, the Company Stage 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.
- To act as the point of contact between Director and Production Manager and other members of the production team.
- Liaising with the Director, acting company, production and other departments as required in order to arrange and monitor acting company calls.
- Preparation of rehearsal props, first calls, Marking up and maintaining rehearsal space in association with other members of the Stage Management team.
- Coordinating and Running rehearsals.
- Being “on the book” for New Vic productions as required including preparing and maintaining the “prompt copy” during rehearsals and technical rehearsals and cueing performances.
- Preparation and distribution of rehearsal notes.
- To attend production meetings and other meetings as required.
- To research and source props and to arrange for the borrowing, purchase or making of props as required.
- Assemble and maintain running lists, setting lists and costume lists for performance 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.
- Completion and distribution of show reports.
- To be present at get-ins and fit-ups for New Vic productions as required by the Production Manager or CSM.
- To occasionally carry out relevant duties as outlined above and undertake some CSM duties 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 “run the floor” on New Vic productions when another member of the Stage Management team is on the book, including carrying out scene changes, occasional operation of flown scenic elements and operation of follow spots as required.
- To provide the relevant welcome and support for visiting companies advising on House Rules and safety policies as necessary.

- Assist with the maintenance and storage of the theatre's stock furniture and properties as required.
- To assist with general maintenance 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.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Production Manager.
- Occasionally deputise for the CSM in their absence. This may include running technical rehearsals and taking temporary responsibility for the department.
- Other related duties as may be required by the Production Manager or CSM

PERSON SPECIFICATION DEPUTY STAGE MANAGER

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

Essential Criteria	Desirable Criteria
Qualifications & Experience	
<ul style="list-style-type: none"> • Experience in Stage Management • Significant “on the book” experience, (ideally some of this will have been on large scale productions) including preparing and maintaining the “prompt copy”, coordinating and running rehearsals and cueing performances. • Current full valid driving licence. • Experience at sourcing props 	<ul style="list-style-type: none"> • Relevant Stage Management qualification • First Aid qualification • Experience in making props • Experience in mid/ no 1-scale touring • 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. • Ability and willingness to work unsocial hours including evenings, weekends and public holidays. • Computer literate • A proven interest in theatre 	<ul style="list-style-type: none"> • Ability to read music/cue musicals • Knowledge of health and safety requirements
General	
<ul style="list-style-type: none"> • Commitment to equal opportunities 	

OUTLINE TERMS AND CONDITIONS INFORMATION

The post of Deputy Stage Manager is offered on an UK Theatre/Equity Subsidised Repertory Contract. This post is to start on 30 October 2017 (or as close as possible).

SALARY

The weekly wage for this post is £453 per week, in accordance with the UK Theatre /Equity Subsidised Repertory Agreement (MRSL:- Grade 2 Theatre). Subsistence will be paid for the first 13 weeks as per the terms of the agreement at the UK Theatre/Equity subsistence rate of £161.

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 by the Company Stage 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 holiday entitlement for this post is the statutory equivalent of 4 weeks, plus 8 days bank holidays per annum (5.6 weeks) based on a 5 day working week.

PROBATIONARY & NOTICE PERIOD

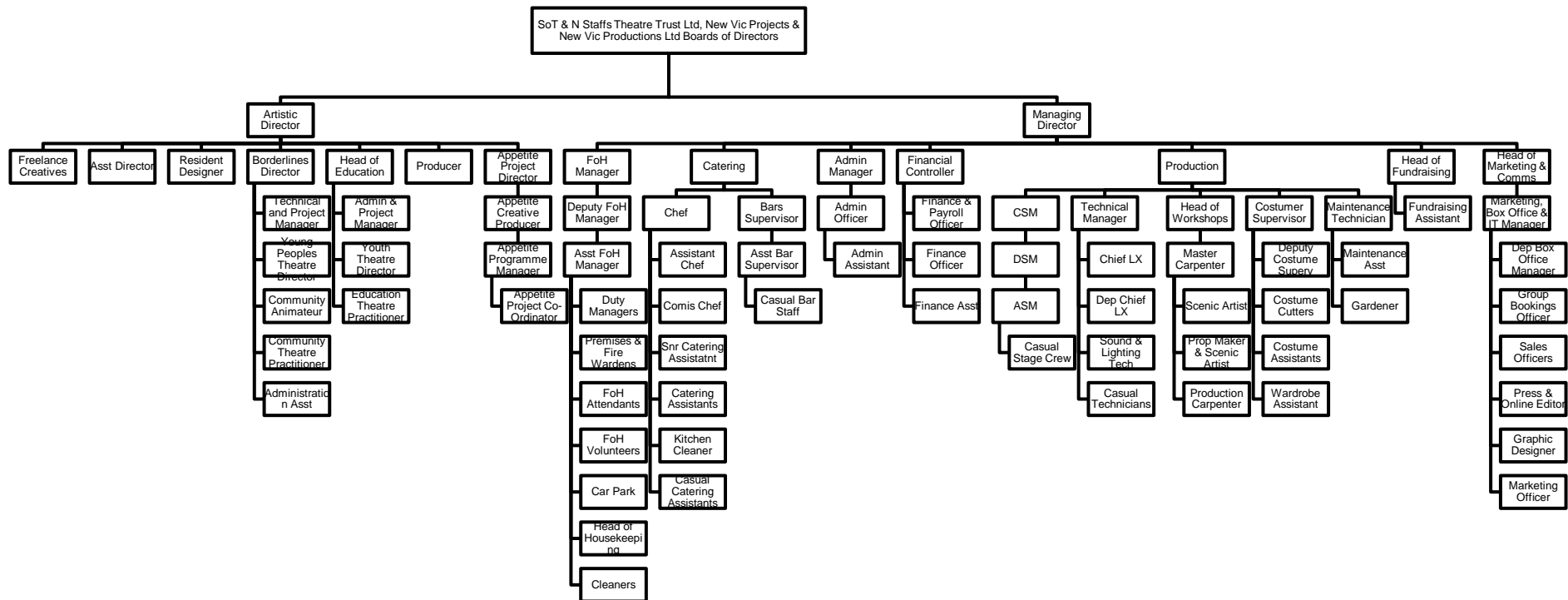
The probationary period for this post is 6 months. The notice period is 4 weeks.

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.

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.

THE NEW VIC



YOUR APPLICATION

Thank you for expressing an interest in the position of **Deputy Stage Manager** at the New Vic Theatre.

Closing date for applications – Friday 8 September 2017 at 10am

Interviews: First round interviews – Wednesday 27 September 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