

## Job Description

<b>Job Title:</b>	Assistant Stage Manager	<b>Department:</b>	Production
<b>Responsible To:</b>	Stage Manager	<b>Salary:</b>	UK Theatre / Equity MRS L 2, £459.05/PW
<b>Location:</b>	Pitlochry	<b>Position Type:</b>	Fixed Term (19 <sup>th</sup> September – 23 <sup>rd</sup> December)
<b>Working Hours:</b>	Full-Time, as per UK Theatre / Equity Subsidised Rep Agreement		
<b>Key Relationships</b>	The post holder reports to the Stage Manager and will work closely with other members of the Production Teams, colleagues, Creative Team members, Company, External Collaborators such as co-producing companies.		
<b>Context</b>	<p>For over 70 years, we've been Highland Perthshire's artistic heart and soul, sitting on the edge of the River Tummel and looking out to Ben-y-Vrackie. Established in 1951 as Scotland's Theatre in the Hills, Pitlochry Festival Theatre offers a theatrical experience unique in the UK - a summer season performed in repertory, allowing audiences to enjoy six different productions in six days, all performed by a resident company of actors. Now attracting over 100,000 visitors each year, we're not just a venue - we're also famous for producing large-scale plays and musicals that delight theatregoers of all ages.</p> <p>As part of our mission to create, nurture and inspire, we encourage interactive creativity through our programme of festivals, workshops and other events for young people, families, writers, and professional creatives.</p> <p>We are also transforming our physical space with our bold and ambitious VISION 2021 capital development. Including a 172 seat Studio theatre and a reconfigured Front of House, as well as the reinstatement of our stunning outdoor performance spaces, our Theatre Campus will enable us to improve lives by sharing Pitlochry with the world and the world with Pitlochry.</p>		



<b>Purpose and Key Accountabilities</b>	<p>The post holder will participate in the effective and efficient delivery of the Theatre’s Stage Management Services. The post holder works within the Production department and, as such, is expected to make a positive contribution to its development and to the success of the company.</p> <p>The Theatre aspires to the highest quality in its production values and in the delivery of all Production services and the post holder will have a key role in achieving high standards of production and quality, as well as developing and maintaining high standards.</p> <ol style="list-style-type: none"> <li>Supporting the Stage Manager in the planning, creation and delivery of all Stage Management services in pre-production and performance, including propping, rehearsals, production weeks and performances and tours/transfers</li> <li>Assisting with managing the assets, environment, tools, equipment, and machinery in the Stage Management areas of responsibility.</li> </ol>
	<ol style="list-style-type: none"> <li>Promoting a positive attitude towards health and safety in the Stage Management and performance areas of the Theatre productions and adopting a proactive approach to challenging unsafe work practices in the work environment.</li> </ol>

## Key Tasks:

<b>Assistant Stage Manager</b>	<p>Participating in the manufacturing, adapting, and sourcing all stage and scenic Stage Management aspects of the Theatre productions and events.</p> <p>Actively participating as a member of the Stage Management team in the delivery of:</p> <ul style="list-style-type: none"> <li>· Rehearsals</li> <li>· Props</li> <li>· Furniture</li> <li>· Dressings</li> <li>· Performances</li> <li>· Turnarounds / Setups</li> <li>· Tours and Transfers</li> <li>· Engagement Activities</li> </ul> <p>Taking a lead role in the team in the sourcing and provision of props, furniture, and dressings for produced work, working within agreed resources</p> <p>Providing effective communication between the rehearsal room, Creative teams, and relevant departments.</p> <p>Assisting with the care and management of the Theatre Acting ensemble</p> <p>Working productions on the floor for the Theatre productions as allocated by Stage Manager, supporting the safe and smooth running.</p>
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**Pitlochry Festival Theatre | +44 (0)1796 484626**  
Registered Office: Port-Na-Craig, Pitlochry PH16 5DR  
Company Limited by Guarantee: Registered in Scotland SC029243  
Regulated by the Scottish Charity Regulator (OSCR) SC013055



	To be on and run “the book” as allocated by the Head of Production and Stage Manager, providing effective support to rehearsals, and ensuring the smooth and sensitive running of productions in performance.
	Monitoring performances to communicate feedback and information effectively and appropriately through Show Reports to Creative teams, the Artistic Director and Head of Production, and other relevant departments.
	Participating in the maintenance and upkeep of the working environment and equipment, tools and relevant consumables in all areas used by the Stage Management team.
	Any other duties or projects required by the Stage Manager or Head of Production to ensure the general smooth and efficient operation of the buildings and organisation.
<b>Environmental</b>	To support the Executive Director, as Chief Executive of the organisation, and the nominated Green Champion in meeting organisational aims and ambitions for its environmental impacts.
<b>Health and Safety</b>	To support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.
	Attend training as required to update knowledge and skills, and to be able to comply with relevant statutory requirements to a high standard.
	Produce risk assessments, safe systems of work, COSHH assessments, checklists and other relevant documentation as directed to support Production department activity.
	To support the remit and work of the Health and Safety committee, working with committee members to contribute to the day-to-day management of health and safety
<b>Other</b>	To champion and promote organisational values and behaviours and act as an ambassador for the Theatre.
	To always act in the best interests of the Theatre and in line with all company policies.
	Any other duties or projects required by the Executive Director or Board of Trustees to ensure the general smooth and efficient operation of the buildings and organisation.
	Assist the Department with work experience placements, offering work shadow opportunities, training and mentoring as required.
	Actively promote staff welfare, development, and training opportunities throughout the Theatre.
	Helping to implement the organisation’s Environmental Policy within the Production department

## Person Specification



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## Our purpose and our values

We exist to improve lives by sharing Pitlochry with the world and the world with Pitlochry.

We do this:

- By creating theatre that excites, engages, and challenges.
- By inspiring imaginations, senses of adventure, and new levels of understanding that change worlds.
- By nurturing environments to encourage wellbeing, growth, connection, and a sense of belonging.
- By exploring new ways of seeing and collaborating.

In everything we do we are creative and respectful and in every situation we are collaborative and empowering.

## Personal behaviours and style

We are looking for people who share our core values and can demonstrate their commitment to:

- Commitment to Excellence
- Teamwork
- Creativity
- Inspirational sense of belonging
- A nurturing environment

The successful candidate will need to be able to demonstrate the following skills, experience and attributes in both the written application and the interview process:

Requirements	Essential	Desirable	Assessment Method
Qualifications and Knowledge	IT literate, with knowledge of key software applications, including Microsoft 365.		Application
	Knowledge of relevant legislation, for example Working at Height / COSHH	HND or Degree in Stage Management, Theatre Production, or relevant equivalent course.	Application / Interview
		Full UK driving licence (B, BE, C1)	Application



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		Certified in First Aid at Work by a recognised body	Application
<b>Skills and Abilities</b>	Good communication skills, both written and verbal		Application
	Good props making skills, using a wide range of materials and methods	Skilled in upholstery for theatre	Application / Interview
	Excellent props sourcing skills.	Competent in score reading and cueing from music	Interview
		Competent in book calling and show running	Application / Interview
<b>Interpersonal and Communication Skills</b>	Good team player		Interview
	Experience of working directly with Creative staff		Interview
	Strong communication skills		Interview
<b>Experience</b>	Proven experience at assistant level in a production department within the performing arts industry		Application

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
	Proven experience of working within a theatre Stage Management environment	Experience of mainstream UK theatre production	Application
	Knowledge and experience of current Health and Safety issues and practice within the UK performing arts industry	Experience of repertoire systems	Application / Interview



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		Experience of multi-site working	Application
		Experience of managing storage systems and recycling programmes	Application
		Experience of working within a predominantly rural environment	Application
		Experience of touring theatre (pre-production and / or performance)	Application
		Experience of participating in a health and safety committee	Application
<b>Personal qualities</b>	An affinity for the purpose and work of the Theatre and a passion to play a key role in shaping and achieving the Theatre's success	An understanding of the Theatre's role within its wider communities	Application / Interview
	Has a positive, calm, and methodical approach to working	Interested and willing to work across a wide range of areas	Application
	Demonstrates flexibility and diplomacy		Application
	Problem Solver		Application
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
	Self-motivated		Application



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	Someone who is excited by the challenge of expanding a fundraising function in a successful institution	Passion for the arts	Application / Interview
<b>Additional Requirements</b>	Able to work flexibly including evenings and weekends	Willing to work across other Production disciplines	Application
		Comfortable working in a predominately rural environment	Application



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