

Deputy Stage Manager

Job Description

Job Title:	Deputy Stage Manager	Department:	Production
Responsible To:	Stage Manager	Salary:	UK Theatre / Equity MRSL 2
Location:	Pitlochry	Position Type:	Fixed Term
Working Hours:	Full-Time, as per UK Theatre / Equity Subsidised Rep Agreement		
Key Relationships	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		
Context	<p>Pitlochry Festival Theatre has been providing a unique cultural experience for over 70 years, appealing to national and international audiences and visitors. We are Scotland's leading producer of musical theatre, a champion of ensemble practice and the country's only rurally located, major arts organisation. Our home is a glorious eleven-acre campus that includes the Explorers Garden. More than a place to come and see a show, we offer great theatre and art for all in an inspiring, creative atmosphere.</p> <p>Pitlochry Festival Theatre's campus now comprises a 538 seat Main Auditorium, a 172 seat Studio theatre as well as our Amphitheatre and Bandstand located in the theatre grounds.</p> <p>To help us deliver the programme across multiple venues, we are recruiting for the role of Deputy Stage Manager to support the annual workplan of the Production and Stage Management teams.</p>		
Purpose	<p>The post holder will participate in the effective and efficient delivery of Pitlochry Festival 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 as a whole.</p> <p>Pitlochry Festival 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>		

Key Accountabilities:

1. 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
2. Assisting with managing the assets, environment, tools, equipment and machinery in the Stage Management areas of responsibility.
3. Promoting a positive attitude towards health and safety in the Stage Management and performance areas of Pitlochry Festival Theatre productions and adopting a proactive approach to challenging unsafe work practices in the work environment.

Key Tasks:

Deputy Stage Manager	Participating in the manufacturing, adapting, and sourcing all stage and scenic Stage Management aspects of Pitlochry Festival Theatre productions and events.
	Actively participating as a member of the Stage Management team in the delivery of: <ul style="list-style-type: none"> • Rehearsals • Props • Furniture • Dressings • Performances • Turnarounds / Setups • Tours and Transfers • Engagement Activities
	Supporting with the costing and planning all productions and Stage Management projects, working within agreed resources.
	Providing effective communication between the rehearsal room, Creative teams and relevant departments.
	Supporting the Stage Manager to monitor working hours for Performers to ensure they are working within union agreement and available resources.
	Supporting in the care and management of the Pitlochry Festival Theatre Acting ensemble
	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.
	Working productions on the floor for Pitlochry Festival Theatre productions, taking responsibility for the overall running of the show as required by the Stage Manager
	Actively supporting the creative process in rehearsals, being responsive and sensitive to each director, and ensuring that rehearsals run efficiently to the director’s daily schedule.
	Actively enabling cast members in rehearsals, providing clear and accurate prompts as required and supporting the different needs of individual company members.
	Monitoring performances to effectively and appropriately communicate feedback and information through Show Reports to Creative teams, the Artistic Director and Head of Production, and other relevant departments
	Ensuring the smooth and safe running of all Pitlochry Festival Theatre produced work in performance.
	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.
Health and Safety	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.
	Support the Executive Director, as Chief Executive of the organisation, in their legislative duties under the Health and Safety at Work etc. Act 1974.

	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
Other	Assisting the Production 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.
	Supporting the nominated Green Champion, in meeting organisational aims and ambitions for its environmental impacts.
	Helping to implement the organisation's Environmental Policy within the Production department

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Job Description & Person Specification

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
		Certified in First Aid at Work by a recognised body	Application
Skills and Abilities	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
		Competent in score reading and cueing from music	Interview
	Excellent skills in book calling and show running		Application / Interview
Interpersonal and Communication Skills	Good team player		Interview
	Experience of working directly with Creative staff		Interview
	Strong communication skills		Interview
Experience	Proven experience at assistant or deputy level in an production department		Application

Requirements	Essential	Desirable	Assessment Method
	within the performing arts industry		
	Proven experience of working within a theatre Stage Management team	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
		Experience of multi-site working	Application
		Experience of managing storage systems and recycling programmes	Application
		Experience of touring theatre (pre-production and / or performance)	Application
		Experience of participating in a health and safety committee	Application
Personal Qualities	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
		Self-motivated	Application
Additional Requirements	Able to work flexibly including evenings and weekends	Willing to work across other Production disciplines	Application
		Comfortable working in a predominately rural environment	Application