

Stage Manager

Job Description

Job Title:	Stage Manager	Department:	Production
Responsible To:	Interim Company Manager	Salary:	UK Theatre/Equity Subsidised current rate - MRSL 2
Location:	Pitlochry	Position Type:	Fixed Term, Equity Contract
Term of Engagement	01 Jul to 04 Oct 2025		
Working Hours:	As per UK Theatre / Equity Subsidised Repertory Agreement		
Key Relationships	The post holder reports to the Interim Company 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 (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>Our campus comprises a 538 seat Main Auditorium, a 172 seat Studio theatre, a recently refurbished Amphitheatre in our gardens, and a Bandstand located in the theatre grounds.</p> <p>To help us deliver the programme across multiple venues, we are recruiting for the role of 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. Manage and participate in the delivery of all Stage Management services in pre-production and performance, including propping, rehearsals, production weeks and performances.
2. Manage 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:

Stage Manager	Managing 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 and Dressings • Performances • Turnarounds / Setups • Engagement Activities
	Costing and planning remaining productions and Stage Management projects, working within agreed resources.
	Ensuring effective communication between the rehearsal room, Creative teams and relevant departments.
	Supporting the Interim Company Manager in monitoring working hours for Stage Management staff and Performers to ensure they are working within union agreement and available resources.
	Supporting the Interim Company Manager in providing care and management of the Pitlochry Festival Theatre Acting ensemble
	Working closely with other members of the Production team to ensure cohesive delivery of Pitlochry Festival Theatre's Artistic programme.
	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.
	Supporting the Technical Manager in the safe and efficient delivery of daily turnarounds.
	Managing the ordering and stock control systems within the Stage Management department.
	Ensuring the smooth and safe running of all Pitlochry Festival Theatre produced work in performance.
	Taking a lead role in the running of production weeks to ensure agreed deadlines are met in a safe and efficient manner.
	Any other duties or projects required by the Interim Company Manager, Interim Production Manager or Artistic Director 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 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
	Ability to plan, schedule and manage the output of a production team	Skilled in managing multiple simultaneous projects	Interview
	Experience in producing risk assessments and managing safety in an arts environment	Ability to run and call a theatre production to a high standard	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 deputy or manager level		Application

Requirements	Essential	Desirable	Assessment Method
	in a production department within the performing arts industry		
	Proven experience of working within a theatre Stage Management team in a leadership role	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 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
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