

**Stage Manager Job Description**

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| **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** | 13/10/2025 to 23/12/2025 |  |  |
| **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** | 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.  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.  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. | | |
| **Purpose** | 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.  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. | | |

**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:**

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| **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:   * Rehearsals * Props, Furniture and Dressings * Performances * Turnarounds / Setups * Engagement Activities |
| Costing and planning the Christmas production 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. |
| 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. |
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| **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 |
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| **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 |



**Stage Manager**

**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:

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| **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 |

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| **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 |