

# Company Stage Manager - Role Specification

## GUILDFORD SHAKESPEARE COMPANY OVERVIEW

Since 2006, Guildford Shakespeare Company has been entertaining and educating Surrey and the South with unique theatre experiences in extraordinary places. We are still run by Sarah Gobran and Matt Pinches, who started the company 16 years ago, nurturing GSC into one of the largest producers of home-grown professional theatre in the region.

To date we have welcomed more than 120,000 audience members to our site responsive productions. As well as Shakespeare on lakes, in castles, churches, museums, galleries and gardens, we've commissioned eight brand new works inspired by classics including Chaucer, the Brothers Grimm, Dickens, Andersen and Lewis Carroll. In 2015, the inimitable Brian Blessed OBE joined the company to play the title role in *King Lear* and is now our Honorary Patron.

We have received numerous awards for our community engagement and in 2019 an Inclusivity Award from the prestigious Institute of Directors.

## PRODUCTION OVERVIEW

GSC produce four main shows a year in site-responsive space:

- Winter Season – February (rehearsals in January) - Holy Trinity Church.
- Summer Season – June and July (rehearsals starting in May - two open-air productions in two different popular locations, a variety of which have been used over the years.
- Autumn Season – October to early November (rehearsals starting late September) – a variety of locations have been used for this season over the years and range from churches to castles to museums and Spiegel tents.

Every Spring, we run a collection of smaller events in April for Shakespeare's birthday, these include a weekend of Sonnet Walks, a rehearsed reading and the Young Company (part of our very busy Education Department) also do an annual performance of a play that they have written.

## PERSON SPECIFICATION

We are looking for an exceptional individual to fill this post. Someone with good all-round experience in Stage Management, of running theatre shows, venue liaison, looking after the cast and managing the stage management team and any technical freelance team members. Recruitment and contracting of these people along with the completion of Risk Assessments are all part of this job.

As GSC are a site-responsive theatre company, this role will also include procuring and managing any facilities that must be brought on site for the productions, such as portable toilets or generators.

You'll be calm and good-humoured under pressure and an initiative-taker willing to ask for advice. You must be organised with excellent attention to detail.



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Honorary Patron Brian Blessed OBE

In a supportive, non-corporate working environment, you will be an integral part of our small, hard-working team who thrive on making magical experiences.

### Essential:

- Experience of developing and managing community engagement projects.
- Excellent organisational skills including project, time and team management.
- Outstanding attention to detail and communication skills.
- Experience of creating and managing project budgets.
- A good range of stage management experience and positions.
- Experience of managing people.
- A passion for creating and delivering an ambitious range of site-responsive work.
- A full clean driving licence. Experience in driving vans would be a bonus.
- Willing to undergo a DBS check

### Desirable:

- Previous experience of working in non-theatre spaces.
- Good all-round technical knowledge including basic lighting, sound and stage carpentry.
- First aid training.
- Any experience in production management a bonus

**Salary** Up to £28,000pa, depending on experience

**Closing Date** Thursday 10 March, 4pm

**Interviews** w/c 14 March

**Application** CV & covering letter to Beth Mann (CSM)

[csm@guildford-shakespeare-company.co.uk](mailto:csm@guildford-shakespeare-company.co.uk)

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