

## Job Description

Job overview: The Company and Technical Stage Manager line manages the stage department. This includes freelance SM's, DSM's, ASM's and stage crew across all and any GSC projects. The CSM will always be required to be one of the team members for each GSC production and may need to vary the role taken for each production dependant on the specific needs of the production.

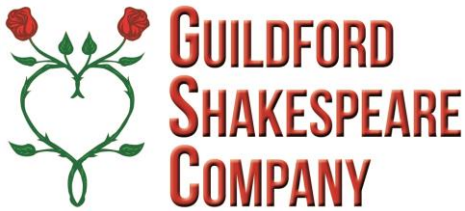
**Responsible to:** Joint Executive & Artistic Producers; Board of Trustees

### **Responsibilities: Strategic Development**

- To contribute to the ongoing strategic development and future plans of the company.
- To advise from time to time on current and future requirements of the department for the development of technical resources.
- To lead on the development of any outside contracted work that will help to ensure the continued employment of seasonal staff and increase the income generated by the theatre company.

### **Leadership and Management**

- To be responsible for the stage management requirements to include hiring and contracting of freelance staff and balancing the team according to each production's needs.
- To be present at all production meetings, HOD meetings, Health and Safety meetings and any other meetings or training sessions as may be required and to take minutes at such meetings.
- To provide clear leadership and direction within the stage management department, in support of the company's vision.
- To ensure the competent organisation and maintenance of the theatre company's stock of props, furniture and costumes.
- To oversee the hire/lending out of any GSC props, furniture or costumes to other theatre groups/individuals, as requested. Ensure that any loaned or hired items are documented and returned by the agreed upon date.
- To schedule, with the producers, designer and director, the requirements for rehearsals and a timetable for the completion of any made props etc, including possible priorities such as early completion for use in rehearsal.
- To organize the hire of props and furniture if required and to ensure the safe upkeep while in the possession of the theatre company and the immediate return in good condition at the end of the production.
- To carry out basic makes and alterations for props and furniture.
- To supervise the preparation and maintenance of rehearsal rooms and to make sure they are clean and safe for rehearsals. This includes putting down a rehearsal room mark when required.
- To be present at all Technical and Dress Rehearsals, Previews and first night performances and during the run of productions.
- To produce, in collaboration with the producers and the creative team, a tech week schedule that best utilises the allotted tech time and allows for thorough rehearsals to be achieved in a safe manner.
- To ensure the smooth and efficient running of all technical rehearsals in conjunction with the Producers, Designers and other member of the production team.
- To ensure the smooth and efficient running of all dress rehearsals, previews and performances.
- To be involved in education and activity workshops as required.
- To be responsible for all disciplinary matters amongst freelance stage management employees in consultation with producers.
- To take responsibility for the welfare and finances, along with the producers, of the stage management department and the acting company on projects.



## Company & Technical Stage Manager

- To help create an environment where members of staff are enabled to work safely and to their full potential.
- To respond to any concerns of the acting company in conjunction with the producers

### Health and Safety

- To ensure that staff have the necessary support and skills to perform their jobs, paying due regard to Health & Safety and compliance with the theatre company's policies and rules.
- To supervise and ensure the health and safety of placements and work experience pupils who may be attached to the technical department.
- To implement staff training when required.
- To carry out risk assessments across the range of projects.
- To ensure any Covid Protocols are up to date and adhered to.
- To review annually the generic risk assessments and departmental working practices.
- Ensure staff comply with relevant and current health and safety regulations.
- To take responsibility for cast and crew health and safety inductions for productions, alongside the producers.
- To take responsibility for the cast and crew during fire evacuation.
- To monitor use of the company van and report any issues.

### Financial

- To be responsible for the initial costing of the stage management requirements for productions.
- To be responsible to the producers for the finances for operations within the department in relation to agreed budgets for productions and general maintenance.
- If a freelance Production Manager is employed, the CSM will work with Production Manager and additional stage management team to ensure clear, timely and cohesive budgets are kept in order.
- To schedule the hours for all stage management and actors and ensure that overtime and budget limits and all relevant trade union agreements are adhered to.

### Communications/Profile

- To lead on all communications within the department in conjunction with other Heads of Departments.
- To ensure provision of accurate and timely management information to the producers and to others as required.
- To promote positively at all times the work of Guildford Shakespeare Company both internally and to trustees, audiences and the wider theatre industry.
- To represent GSC at internal and external meetings when appropriate.
- To liaise, alongside the producers, with the venues in which we are performing, to ensure that everyone is fully aware of all rehearsal and performance requirements.

### Contracts

- To recruit and interview prospective stage management staff in accordance with the theatre company's Equal Opportunities policy and current legislation.
- To oversee contractual arrangements for staff within the stage management department and to ensure that hours worked by those staff and actors are within the agreed policy.

### General

- To stay abreast of significant developments in related fields and to ensure this knowledge is disseminated as appropriate.
- To undertake any reasonable additional tasks as may from time to time be required by the Producers.