

JOB DESCRIPTION: GENERAL STAGE MANAGER

1. Abstract:

The Stage Management Team sits within the Artistic Division. They are responsible for facilitating the efficient, timely and safe operations of the show. The GSM works closely with the AD to advise and facilitate artistic requirements and integrations, with the TD to maintain and improve standard practices, and with the Senior Stage Manager to ensure all daily deliverables are executed to as high a standard as possible.

2. Other Responsibilities:

Responsibilities include, but are not limited to:

- Oversee, advise and collaborate on all technical and artistic integrations as needed
- Maintain readiness to lead and deliver all aspects of operations
- Ensure all SM deliverables are maintained to a high standard
- In collaboration with Senior Stage Manager, develop and foster the skillset of all members of the stage management team
- Work with Coaching and other Artistic HOD's to ensure high a level support in regards to training and conditioning for artists in order to reach goals, set out by the Head Coach and other Department leaders
- Manage the Stage Management team in tandem with the Senior Stage Manager
- Manage the training and integration of new members of the Stage Management Team
- Advise on systemic improvements to benefit the general operations and wellbeing of individuals at Le Perle
- Act as a liaison between Artistic and Technical staff, working closely with the Technical Director and Assistant Technical Director to keep the Artistic & Technical departments working cohesively
- Represent the Artistic Department at technical meetings as required
- Work with FOH and Guest Services as required
- Delegate the management of marketing projects as required
- Develop and maintain departmental and company procedures in order to maintain safe show operations.
- Enforce rules, safety protocols and policies; ensuring professional and safe working practice is adhered to
- Pro-actively engage with the development and refining of policies, rules and practices, with the goal of best serving the production and the individuals within it
- Oversee the development and documentation of the Stage Management Department's Standard Operating Procedures, as well as all other tools and resources
- Create departmental systems and work processes to ensure the team's workflow is efficient and sustainable for long term operations
- Call the show. Teach other members of the Stage Management department to call the show. Ensure the quality and the safety of the show call is maintained as the show naturally evolves
- Ensure all departments are aware of any and all changes to the show flow, show script and artistic content
- Work with all artistic and technical departments to create Show Contingencies

- Run trainings and rehearsals.
- Manage and coordinate the integration and on-boarding of new artists.
- Manage the weekly and daily schedule as needed. Work with all departments to ensure their scheduling needs are met.
- Work on long-term planning and scheduling to ensure efficient operations and show continuity
- Manage the creation of systems and protocols for the coordination of the Show Lineup.
- Oversee the preparation of the daily Show Lineup.
- Write Stage Management reports and logs including Show, Daily, Training and Incident Reports.
- Establish emergency procedures with the Technical Director, Performer Wellness Department and relevant technical departments.
- In collaboration with the Head of Performer Wellness program regular emergency response trainings and ensure all staff are well trained in their emergency duties.
- Assist the Resident Artistic Director with any other projects, reporting or tasks as required.
- Assist in the design, creation and execution of all special events, press events and other ad-hoc functions in the theatre as required.
- Take a leading role in managing special events and liaise with all departments involved
- Support the objectives of the Artistic Department by sharing information, while respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties to the highest possible standard.

4. **Qualifications:**

Education

- College or University degree highly preferred but not essential

Experience

- At least 5 years of professional Stage Management experience;
- Ideally previous experience of working on large scale shows with aquatic and aerial elements;
- Experience of managing large casts (40+)
- Experience of calling shows with large scale automation systems and performer flying/aerial elements;
- Experience of managing a large team and maintaining shows artistically;
- Experience of putting shows together and creating a show call in a creation environment;
- Experience of working internationally and managing teams and artists of different cultures, nationalities and professional backgrounds.

Other Skills

- Ability to perform excellently under pressure;
- Ability to lead and inspire a team;
- Exceptional communication skills, both verbal and written;
- Must be comfortable managing large groups with precision and professionalism;
- Must be a consummate team player, who is excellent at sharing information and supporting other teammates;

- Must possess outstanding problem solving skills with an open attitude to different work practices, always working towards finding the best solution to problems rather than defaulting to the status-quo;
- Must be able to work with the highest level of discretion and maintain confidentiality.
- Must have excellent attention to detail with the ability to process, order and disseminate detailed information very quickly;
- Must have an excellent understanding of automation, rigging and technical systems and how they relate to artist wellbeing and safety;
- Passion for maintaining the artistic quality of the performance.
- Ability to withstand exposure to water and swim with a high level of comfort;
- Ability to learn or update lifesaving skills and to become CPR/First Responder trained
- Willing to define, practice and conform to safe working procedures;
- Ability, experience, and comfort in working at high elevations in a theatrical environment;
- Must have very strong IT skills with a knowledge of both PC & Mac based systems and MS Office software;
- Fluency in the English language;
- Willingness to work long hours and a flexible work schedule during the Show's Creation period.