



JOB DESCRIPTION: STAGE MANAGER

1. Abstract:

The Stage Management Team sits within the Artistic Department. They are responsible for facilitating the efficient, timely and safe operations of the show. Reporting to the Senior & General Stage Managers, & led by the Stage Managers, the Assistant Stage Manager assists in all aspects of the Stage Management department's daily functions, as well as assists in administrative and organizational tasks for the Artistic Division as a whole.

2. Fundamental Stage Management Responsibilities:

- Act as a liaison between Artistic and Technical staff
- Observe production rules, safety protocols and policies
- Provide assistance to the Artistic Team and assist artists as required
- Assist with the creation and maintenance of SOPs
- Help create departmental systems and work processes to ensure the team's workflow is efficient and sustainable for long-term operations
- Assist in managing the deck, or assigned backstage area
- Run Lift & Stage Right tracks as required. Stage Left (lead) track to be allocated after adequate training and experience
- Assist with trainings by presetting & managing music requirements, artist check off & general tidiness of the stage and backstage areas, as well as subbing for required tracks during run-throughs and validations
- Prepare the theatre and training spaces for rehearsal / training including presetting sound systems, cameras, towels and performance equipment.
- Assist in the training and integration of new members of the Stage Management team and Artistic Department
- Assist with the integration of new artists
- When required, take a leading role in applying emergency measures, following the response protocol, remaining calm and focused and setting an example for other members of the response team
- Execute specific tasks during emergency situations
- Support the Artistic Director and GSM's objectives by sharing information with the artistic team, while respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties to the highest possible standard.
- Keep the office as a tidy and productive workspace
- Assist with special events in the theatre; this may include morning shifts, and work on weekends
- Assist the Artistic Director and GSM with any other projects, reporting or tasks as required

3. Specific Stage Manager Responsibilities:

- Create the Lineup – Filemaker software is used to allocate positions of artists for the performance
- Create the Schedule – Excel is used to create the week draft; daily schedule confirms are required
- Lead emergency situations in a calm, concise and articulate manner
- Call the show
- Complete and distribute incident / show / cast reports as required
- Become competent to lead all Stage Training sessions, including run-throughs and show-condition rehearsals
- Develop and foster a growth mindset
- Be proactively involved in the development of junior members of the team
- Liaise with technical departments in a way that maintains the SM vision and standard
- Come to understand and respect the communication signal flow when relaying information both within and without the Artistic Department
- Create and lead special events as designated by SSM/GSM – this may include morning shifts and work on weekends



4. Qualifications:

- College or University degree preferred but not essential
- At least 5 years of Stage Management experience;
- Calling experience on any scale required;
- Aerial Calling experience strongly preferred;
- A thorough understanding of standard SM practices, particularly in relation to aerial and aquatic safety;
- Previous experience of working on large scale shows / ceremonies / events preferable;
- Experience of working internationally and managing daily operations with technicians and artists of different cultures, nationalities and professional backgrounds is preferred

5. Desired Soft Skills

- Proactive and solution-oriented attitude to all aspects of the job
- Ability to perform well under pressure;
- 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 and creative problem solving skills with an open attitude to different work practices, always working towards finding the best solution to problems;
- Must have excellent attention to detail with the ability to process, order and disseminate detailed information very quickly;
- Must be willing to be hands-on while managing the deck, including a willingness to move, preset and transport performance equipment, sound systems, towels and other backstage equipment. A decent level of physical fitness is required for the role;
- 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 practice and conform to safe working procedures;
- Ability, experience, and comfort in working at high elevations in a theatrical environment;
- Must have strong IT skills with a knowledge of both PC & Mac based systems and MS Office software;
- Fluency in the English language;
- Self-motivation and the ability to motivate and inspire others