

Job Description

Touring Stage Manager

Application Deadline: Monday 12 August 2019

Production: The Tale of Little Bevan

Written by: Robert Alan Evans

Dates

Rehearsals: 23 September – 12 October (Ludlow, Shropshire)

Tech & Dress: 14 – 16 October (Ludlow)

First preview: 16 October (Ludlow)

Rural Tour: 16 October – 01 December (UK)

Unload/Returns: w/c 2 December

*If you are only available for the tour we still want to hear from you and we are open to appointing two Stage Managers – 1x for rehearsals and 1x for the tour.

Creative Team

Writer: Robert Alan Evans

Director: Sophie Motley

Producer: Amber Knipe

Designer: Alyson Cummins

Lighting Designer: James Mackenzie

Production Manager: Tom Richmond

Sound Designer: Little John Nee

Who are we?

We do one night touring in village halls, performing in remote places for rural communities. Our acting companies turn up at a village hall, unload the van, get the set in and the lighting kit up, have a meal and then perform the show to a warm friendly audience. There'll be an interval with a raffle before the second half. The show ends and the company take everything down, get it all out while chatting to the promoter and then back on the road. It's rewarding, tiring and fun work.

What's the job?

We are looking for someone who has experience in all areas of stage management, this role requires a varied skill set, as you will be a TSM, DSM and CM all in one. We're looking for someone with experience relighting, including rigging and focusing. We tour an LED rig with up to 30 lights, truss and ETC Nomad. Full training will be given on how the kit works.

This new play by Robert Alan Evans has a cast of three actors. We will rehearse for three weeks at Pentabus Theatre, Ludlow, Shropshire. We will then embark on a seven week rural tour of the UK.

Who are we looking for?

We depend on our stage manager to keep everything on track. Rural touring is fun, it takes a lot of clear planning and preparation to make sure it runs smoothly. You need to have a good sense of humour, stamina, confidence, be quick thinking and have a mind for solving problems. You'll be in charge of the schedule, making sure you all turn up at the right time, keep the van going, supporting the company, leading the get ins and outs, managing front of house with the promoter and most importantly running the show. You might be an experienced Stage Manager looking for something new or you might have just a couple of year's professional experience under your belt. Either way we'd like to hear from you. You will be supported throughout the tour by the in Pentabus team.

Please see below for a more detailed list of your duties in rehearsals and during the tour.

Duties

In Rehearsal

- Maintain 'the Book'.
- Record all blocking.
- Support the director in all practical aspects of the show.
- Assist with sourcing props, furniture and costumes.
- Produce a detailed prompt copy of the script.
- Produce running and setting lists for rehearsal and performance.
- Distribute rehearsal calls to the company, agreeing times with the director.
- Prepare clear rehearsal notes at the end of each day with the director and distribute to the creative and production team.
- Plan production meetings with production manager and minute and distribute notes promptly.
- Ensure that the rehearsal room is marked up and kept in a clean & tidy state ready for each day of rehearsals.
- In consultation with the Production Manager, agree the technical schedule.

Tour Management

- To be in charge of the technical running of performances including re-lighting with an LED lighting rig, running all get-ins and get-outs.
- To drive the van with actors and set between all venues. We use new hire vans, long wheel base 3.5 tonne.
- To ensure that props, set, costumes and technical equipment on tour are maintained to the highest standard.
- To liaise with digs contacts regarding arrival times.
- To manage the Stage Management float, returning VAT receipts and claim forms to the Producer.
- To keep track of programme sales at each venue and return the income to the producer.
- To be responsible for arranging all repairs, maintenance, laundry and cleaning on the road, liaising with the creative team as necessary. In particular to ensure all technical equipment is operated under safe conditions.

- To have knowledge and awareness of health & safety issues on tour and to comply with all current legislation and recommended precautions.
- With support from the producer communicate with venues regarding arrival times, get in/out arrangements and hospitality requirements.
- To ensure all technical information sent to village halls is adequate.
- To take responsibility for the majority of the driving on tour. To be responsible for fuelling of the company vehicle.
- To provide verbal/email feedback on the show's progress to the producer at least twice each week.
- To write daily show reports and circulate them to the creative and production team.
- Record personal timesheets.
- At the end of the tour, unload, return van, pack away set and post any returns.
- To be the appointed company first aider.

Company Management

- To manage the company on tour, acting as team leader.
- To check all company needs are reasonably met.
- To ensure company is happy with travel and accommodation arrangements in consultation with the producer.
- To inform the producer of any special requirements or difficulties at the earliest opportunity.

Monitoring and Feedback

- To ensure each venue is encouraged to feedback about the show.
- To ensure that audience feedback forms (or similar) are available at each performance.
- To complete, collate and return daily show reports, accommodation and venue reports to the producer at the end of the tour.

Hours

Pentabus is an ITC ethical manager. The maximum hours that the Company Member can work in a week for their basic salary are set out below:

- a) 35 hours in a week where there are only performances and/or workshops. i.e there is no called travel, rehearsal, get-ins/get-outs or calls for publicity, filming etc.
- b) 43 hours in a rehearsal week, a rehearsal and performance/workshop week, any week where in addition to performances, workshops or rehearsals there is also called travel, get-ins/get-outs or calls for publicity, filming etc.
- c) 47 hours in a production week.

Essential Experience

- A minimum of 2 years relevant technical and stage management experience.
- A sense of humour.
- Excellent people management skills.
- Ability to lead and communicate with creative and production teams.
- Ability to problem solve and stay calm under pressure.

PENTABUS

RURAL THEATRE COMPANY

- Ability to work flexibly as required.
- Proven background in technical theatre, with up to date experience of technical procedures, stagecraft, the use of technology and H&S.
- A sound understanding of planning/scheduling relating to technical and production activities.
- Experience in managing petty cash records.
- Excellent written and verbal communications skills, a positive working attitude and a flexible nature.
- Full driving license and previous experience with driving touring vans.

Desirable Experience

- Relevant degree in stage management/technical theatre.
- Experience of touring.
- Experience of working with a rural touring theatre company.
- Basic carpentry skills.
- First Aid certificate (training can be provided)

Fee & Terms

We are an ITC Ethical Manager and pay standard Equity rates. The fee is £483 per week during rehearsals and on tour. Travel expenses and the relevant subsistence will be paid on tour. Accommodation during rehearsals and the tour will be arranged and paid for by Pentabus Theatre Company. Please note you will have an individual room and will **not** be expected to share. Accommodation will be a variety of self-catering properties and B&B's.

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To apply please send your CV with information about how your skills fit the role to amber@pentabus.co.uk or call 01584 856564.