

# PENTABUS

The Nation's Rural Theatre Company

Job Description: **Stage Manager**

**Deadline:** Monday 12 May 2025, 10am

**Contract:** 30 June – 11 July 2025 (2 weeks)

**Applications:** We welcome video and audio applications

**Production:** *Unfiltered – Pentabus Young Writers Festival*

Pentabus is seeking an experienced **Stage Manager** to support this year's **Young Writers Festival – Unfiltered**, a showcase of nine new short plays written by Pentabus Young Writers and staged by a professional creative team at Ludlow Assembly Rooms.

*'Makes the most astonishing work'.*

Broadway World

Pentabus' annual Young Writers Festival is a showcase of brilliant new stage plays, written by rising stars from the West Midlands and performed by professional actors. Unfiltered will include 9 new short plays performed by an ensemble of 6x professional actors. The plays will be interlinked to create a 90 minute performance.

A funny, honest and vibrant celebration of local voices, exploring their unique perspectives on the world. Created and produced by leading artists with Pentabus Theatre.

The Pentabus Young Writers group is a free playwriting programme for young people aged 16-30 from rural areas. Led by professional playwrights, actors, directors, producers and designers, the course provides an invaluable creative outlet and a springboard into the arts industry.

*'An incredibly inspiring night witnessing writers with new ideas, performed and directed beautifully.'*

Audience Member

## SCHEDULE

w/c 30 June	Prep and design support (props, set, costume)
Thurs 3 – Tues 8 July	Rehearsals (LAR)
Tue 8 & Wed 9 July	Get-in/ Fit-up / Tech / Dress (LAR)
Wed 9 & Thurs 10 July	2x performances (LAR)
Thurs 10 July (after show)	Get out
Fri 11 July	Returns and store tidy

*\*All dates are subject to change by mutual agreement.*

## COMPANY AND CREATIVE TEAM

Writers	9x Pentabus Young Writers - Local
Director	Naeem Hayat
Director	tbc
Artistic Director	Elle While (Pentabus AD)

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Designer	Fenna de Jonge (tbc)
Lighting Designer	tbc
Sound Designer	tbc
Production Manager	tbc
Stage Manager	tbc
Actors	x 6 professional actors

## ABOUT PENTABUS

*'... One of British theatre's unsung treasures.'*

The Guardian

Pentabus is the nation's rural theatre company, based in Shropshire. We are the only rural touring company that is committed to producing new work and tours to communities across the UK and beyond.

Our work brings communities and young people together, bringing outstanding contemporary productions with sector leading creative teams, directly to isolated rural communities, as well as platforming rural stories in urban settings.

Over five decades we've produced over 322 new plays, supported more than 135 playwrights and reached over half a million audience members. We've won awards and created lasting relationships with artists, venues and audiences across the country, and were the first to live stream from a village hall.

We excel at finding and nurturing new talent and have hosted Writers in Residences since 2014. These playwrights have gone on to be commissioned by the Birmingham Rep, Bristol Old Vic, Hampstead Theatre, HighTide, Manchester Royal Exchange, Nottingham Playhouse, Royal Court, The Bush, and the National Theatre.

We champion people of all ages to explore their creativity with particular emphasis on creating pathways into careers in the creative industries for those underrepresented, and people who live rurally under 30. Pentabus Young Company is our initiative offering playwriting workshops in schools, further and higher education, work experience and mentorships. As well as the opportunity to join our Young Writers' Programme, which moves into its second decade, and has catapulted many writers into careers in the arts.

[pentabus.co.uk](http://pentabus.co.uk)

## DUTIES AND RESPONSIBILITIES

The Stage Manager will support the smooth running of the rehearsal room and overall production, specific requirements include:

- To accept the responsibility for Stage Manager and Deputy Stage Manager duties as agreed with the Production Manager, Directors and Producer.
- To support the Designer and Production Manager with pre-production prep and sourcing.

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- To oversee the set-up and running of the rehearsal room and performances
- To work with the production manager to ensure that all equipment, set, props and costume are returned and the rehearsal room and stores are left tidy.
- To be a positive and enthusiastic leader with the ability to work under pressure
- To provide pastoral care to the Company
- To ensure that health and safety legislation is closely followed
- To operate sound / lighting for the performances, as required
- To create and manage 'the book' for the production
- Set up and maintain the props table.
- Produce a detailed prompt copy of the script.
- Produce running and setting lists for rehearsal and performance.
- Co-ordinate and distribute rehearsal calls to the company, agreeing times with the directors.
- Prepare clear rehearsal notes at the end of each day with the director and distribute to the creative and production team.
- Support Pentabus' commitment to working in an environmentally and socially sustainable way. Utilising the Theatre Green Book as a toolkit to achieve the aims set out for the production.
- Support Pentabus' commitment to creating opportunity, particularly for marginalised and under-represented artists and freelancers by working in an inclusive manner.
- Support the get-out after the final performance.

## Essential Experience

- A minimum of 1 year's relevant professional stage management experience.
- Experience calling and opening theatre performances.
- Excellent people management skills.
- Proven ability to lead and communicate with creative and production teams.
- Ability to problem solve and stay calm under pressure.
- Ability to work flexibly as required.
- A sound understanding of planning relating to technical and production activities.
- Excellent written and verbal communication skills, a positive working attitude and a flexible nature.

## Desirable Experience

- Relevant degree in stage management/technical theatre.
- Experience working on new writing productions.
- First aid trained

## Fee

**£1,202** (£601/week) 2 week contract (30 June – 11 July 2025)

Pentabus will book and pay for **travel and accommodation**.

**Holiday pay and Equity Pension** contributions made.

Pentabus is an ITC Fair Work Approved Employer.

## How to apply

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**Deadline: Monday 12 May 2025, 10am**

Please send a **cover letter** and **CV** to [projects@pentabus.co.uk](mailto:projects@pentabus.co.uk).

We also welcome video and audio applications:

- **Video** (3 mins max)
- **Voicenote** (3 mins max)
- OR, **PowerPoint presentation** of up to ten slides / 1000 words as an alternative to the 2 page covering letter.

We may ask successful candidates for details of two referees before any offer of employment is made. You do not need to name referees in your application.

Pentabus is an equal opportunities employer. We are committed to working towards a more diverse theatre and cultural industry. Please let us know if you require this Job Pack in a different format by emailing [projects@pentabus.co.uk](mailto:projects@pentabus.co.uk).

Please ensure your name is given on every page / file you submit, and we also ask that you complete our [Equal Opportunities form](#).

If you have any questions, please contact Amber Jones (Producer) on [projects@pentabus.co.uk](mailto:projects@pentabus.co.uk).

**pentabus.co.uk**