

### Job Description

As Stage Manager, you will lead the stage management team on the theatre production 'Dracula: Mina's Reckoning' and work alongside the Creative Team, Performers, Technical Team and NTS core staff to deliver the highest possible production values throughout the project.

**Responsible to: NTS Company Manager**

### Purpose of Role

To lead on stage management requirements during rehearsals and performance, and to ensure that production standards are maintained throughout the rehearsal and performance period.

### Main Duties and Key Responsibilities

- Supervise and manage the running of rehearsal activity
- Maintain the rehearsal room as a tidy and safe working environment
- Ensure the rehearsal room is set-up and maintained as required with the appropriate set, props, costumes and other effects as necessary
- Co-ordinate and oversee the sourcing of props and furniture for the production
- Work within agreed schedule and ensure that no unauthorised overtime is incurred
- With the Company Manager, keep accurate records of company members' working hours and submit these to the NTS Company Manager on a weekly basis
- Work within allocated budget, managing and accounting for any petty cash float issued by NTS, documenting and recording any monies spent and keeping valid purchase receipts
- Prepare risk assessments in liaison with NTS core staff, ensuring that all company members are aware of them and that they are filed in the appropriate place
- Complete the Stage Management Checklist in every new rehearsal and performance venue
- Report any incidents or near misses to NTS as soon as is reasonably possible using the NTS Incident Reporting form
- Run the technical and dress rehearsals, including any additional rehearsals that are required for Accessible performances
- Be in charge of running all performances
- Assist the Company Manager to, where necessary, liaise with venue staff regarding the set up and preparation of any relevant Access information and equipment, including the setting up of the chill out space, the break out space kit, any relevant signage, transcripts, visual guides ipads and headphones.
- Identify props and costumes to use for touch tours when required
- With the Company Manager, supervise any touch tours happening on stage
- Assist and support the DSM with the writing and distribution of schedules, rehearsal notes, and show reports
- Commit to the delivery of National Theatre of Scotland aims and goals in regard to its green plan and the guidelines set out in the theatre green book (<https://theatregreenbook.com/>)
- Inform NTS immediately if a performance is under threat of cancellation
- Assist with the preparation of the production archive
- Ensure that adequate records of props making and sourcing are kept in line with NTS' sustainability policy
- Carry out all other duties normally associated with the role of Stage Manager.

### Organisational Requirements

- Maintain high levels of communication and liaison with all departments as required
- Attend and participate in meetings as required
- Drive hired cars/vans as required
- Undertake relevant training as required
- To comply with the various policies of the National Theatre of Scotland and each touring venue, including those on Health and Safety, Equal Opportunities, Harassment, Smoking, Alcohol, Drugs, Social Media and Sustainability.
- Promote a positive approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to as set down by National Theatre of Scotland
- To represent the National Theatre of Scotland in a professional and competent manner

### Essential Criteria

- Experience of Stage Managing large scale touring productions
- Excellent organisational skills
- Good communication and people skills
- Excellent team working and interpersonal skills
- Ability to work calmly under pressure and meet tight deadlines
- Passion for theatre and a desire to contribute to the success of the production

### Terms and Conditions of Employment

#### Salary

£640.10 per week, exclusive of allowances, overtime and holiday pay

<b>Dates</b>	<b>18<sup>th</sup> July – 28<sup>th</sup> October 2023</b>	
Rehearsals	Rockvilla, Glasgow	w/c 17 <sup>th</sup> July – w/c 21 <sup>st</sup> August
Technical rehearsals	His Majesty's, Aberdeen	w/c 28 <sup>th</sup> August
Performance venues	His Majesty's, Aberdeen	w/c 4 <sup>th</sup> September
	Theatre Royal, Glasgow	w/c 11 <sup>th</sup> September
	Macrobert, Stirling	w/c 18 <sup>th</sup> September
	Eden Court, Inverness	w/c 25 <sup>th</sup> September
	Dundee Rep	w/c 2 <sup>nd</sup> October
	Festival Theatre, Edinburgh	w/c 9 <sup>th</sup> October
	Belgrade Theatre, Coventry	w/c 16 <sup>th</sup> October
	Playhouse, Liverpool	w/c 23 <sup>rd</sup> October