

## **JOB DESCRIPTION: Stage Manager ‘Make It Happen’**



### **Overview**

As Stage Manager, you will lead the stage management team on Make it Happen 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: Production Producer, NTS Company Manager, Production Manager & Production Company Manager

### **Purpose of Job**

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

### **Duties and Responsibilities**

- Supervise and manage the running of rehearsal activity
- Be a key point of contact between NTS core staff and the Company
- 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 and support the DSM with the writing and distribution of schedules, rehearsal notes, and show reports
- 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

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### General 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, Sustainability, Sexual Harassment and Code of Conduct.
- 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
- As the post will require handling, processing and recording of restricted information, confidentiality required to be maintained at all times
- The post holder may be the first point of contact for external organisations and individuals, and is therefore expected to maintain a professional and positive forward-facing demeanour.

### Person Specification

Skills and Experience	Essential	Desirable
Proven experience of large-scale No.1 productions	√	
Ability to manage relationships with all stakeholders and ensure effective communications are maintained	√	
Working knowledge of Equity & BECTU agreements	√	
Experience of balancing multiple priorities, meeting deadlines and managing a busy workload	√	
Ability to work independently and take own initiative	√	
Excellent communication skills and the ability to work closely with SM team and creative teams to realise the artistic vision of the production	√	
Recognition of the value of company care and team ethos in all aspects of theatre making.	√	
Calm under pressure, positive and collaborative attitude towards teamwork and problem solving	√	
Strong IT literacy and excellent administrative skills	√	
Experience of managing budgets	√	
Identifying as being from any of the Company's priority underrepresented groups including people of colour, deaf community, disabled people, neurodiverse people, autistic people, Gaelic and Scots speakers and BSL users		√

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### **Terms and Conditions of Employment**

Reports to: NTS Company Manager and Production Producer

Responsible to: NTS Company Manager

Wage: £690.00 per week (excluding overtime and holiday pay)

Fixed term: 2<sup>nd</sup> June – 10<sup>th</sup> August 2025

Location: Dundee (company base) & Edinburgh