

JOB DESCRIPTION



Job Title:	Technical Stage Manager (Fixed Term)
Responsible to:	Touring Manager and Production Manager
Responsible for:	Depute Stage Manager
Location:	Scottish Opera Premises and venues on tour

Main purpose of job

Responsible for all technical aspects of rehearsals and performances of **Opera Highlights** tour (in conjunction with the Production Manager).

In collaboration with the Director create a basic lighting design to be recreated in each venue using touring kit and in house lighting rig.

Management of rehearsals and performances and the line management of the stage management team during rehearsals and on tour, ensuring the smooth running of all departmental activities, whilst working as part of the team.

Responsible for the Health and Safety of the cast and the stage management team during rehearsals and on tour.

Key responsibilities:

Rehearsals and Performances

- Manage rehearsal and performance activity, ensuring production standards are maintained throughout the rehearsal and performance period
- Work within schedules and rehearsal times as set down on the Company call sheets and technical schedules ensuring rehearsal environments are prepared as required on a day to day basis
- With the stage management team ensure rehearsal environments are prepared as required with the appropriate set, props, costumes and other effects necessary
- Lead on the get in and set- up, including rigging lighting equipment and focusing
- In consultation with the Touring Manager oversee adaptations to the production as necessary on tour
- Co-operate and assist in day to day scheduling and planning of all required activities
- Run, and participate in, get-ins, fit-ups and get-outs
- Organise and participate in the loading and unloading of the set and all performance related equipment at all venues in conjunction with the rest of the Stage Management team

Administration/Record Keeping

- Ensure accurate records of performance running details, relevant technical plots and other departmental information are maintained
- In consultation with the Stage Manager produce reports after each performance and send to the Touring Manager for distribution, ensuring that any appropriate action needed is taken in time for the next performance
- Provide the Touring Manager with ground plans of the production in each venue (in consultation with the Production Manager)
- In consultation with the Touring Manager, ensure all necessary technical information relating to each venue has been received prior to the get-in and that any extra technical and/or casual staff have been booked
- Record any venue changes and update information, keeping the Company's venue database current
- Monitor and update weekly technical schedules as necessary
- Provide regular progress reports and updates to the Touring Manager, alerting him/her to potential problems at the earliest possible stage
- Carry out administration efficiently ensuring accurate and complete records are maintained
- Ensure the Stage Management Team keep accurate records in respect of the Working Time Directive
- Manage and account for any petty cash float issued by the Touring Manager, documenting and recording any monies spent, keeping valid purchase receipts

Health & Safety

- Promote a positive approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to
- Understand, enforce and work within the relevant Health & Safety legislation and procedures as set down by the Company
- Produce and review risk assessments prior to, during and after the rehearsal/ performance period

General Requirements

- Supervise and manage the Stage Management Team throughout the rehearsal and performance period
- In consultation with the Touring Manager, be responsible for cast, crew welfare whilst on tour, and be a central point of contact.
- Issue daily call times to cast and crew ensuring drive and break times are adhered to
- Maintain high levels of communication and liaison with all departments at all levels as required
- In consultation with Touring Manager, take responsibility for disciplinary procedures
- Ensure all Company policies and contractual arrangements are understood and implemented
- Prepare and maintain costumes, including ironing/steaming
- Organise and oversee a laundry schedule on tour, liaise with the Wardrobe Assistant for use of in house facilities
- Attend and participate in meetings as required
- Drive Company vehicles such as cars or small vans as required
- Undertake relevant training as required by the Company

General Requirements (cont/d...)

- Treat Company information with discretion when dealing with external suppliers and contacts
- Maintain a positive attitude and encourage a happy company atmosphere
- Act as Company Ambassador to the Audience, Venue Staff and Production Sponsors

Performance Indicators

Level of planning and response to ensure smooth running of rehearsals and performances in Glasgow and on tour

Quality of production standards throughout the rehearsal and performance period

Quality of interaction and influencing skills both internally within Scottish Opera and externally with Directors and Designers

Capability Profile

Knowledge, Experience & Practical Skills

Essential Requirements:

- At least 3 years experience working as a Technical Stage Manager
- Excellent organisation and communication skills, written and verbal
- Excellent knowledge and understanding of ETC Lighting desk and LED Fixtures
- Demonstrate ability to work with creative and technical personnel and performers
- Ability to work under pressure, using tact, diplomacy and flexibility
- Full driving licence (Category B)
- Knowledge of Health & Safety legislation and practices
- A good working knowledge of stage craft (to include movement of scenery, rigging of truss and of lighting equipment)
- Ability to read and understand technical drawings

Desirable Requirements:

- Ability to follow a vocal score
- IT literate – knowledge of Microsoft Word and Excel an advantage
- Experience of working in small and medium-scale ensemble companies
- Current First Aid at Work Certificate

Disposition

Good team worker
Self motivated & proactive
Resilient and adaptable
Determined to succeed & maintain the highest standards
Safety conscious but flexible and pragmatic
Diplomatic
Calm under pressure
Positive attitude

General Terms and Conditions

Hours of work:	The average working week will 48 hours, worked Monday-Sunday. The working day may include a mix of travelling and working sessions. There may be a requirement for you to work from home.
Annual salary:	£680 per week plus touring allowance
Holiday entitlement:	25 annual and 10 public holidays (a pro rata entitlement will apply)
Probationary period:	1 month
Pension:	You will be automatically enrolled into the qualifying workplace pension scheme (QWPS). You will contribute 4% of your salary, the Company contributes 8%.