



## CHARLIE AND THE CHOCOLATE FACTORY UK AND IRELAND TOUR

**Job:** Stage Manager

**Salary:** Above Equity/UK Theatre minima

**Contract:** Fixed Term; performances are 6 days per week and may include Sundays, evening and weekend work will be required. Exact scheduling to be confirmed.

**Probationary Period:** 12 weeks

**Start date:** w/c 17<sup>th</sup> July 2023 – Manchester

**End date:** Sunday 25<sup>th</sup> February 2024

**Location:** A multi city UK & Ireland Tour

**Preferred:** Minimum 3 years' experience as Stage Manager on a large-scale tour, West End musical, or equivalent experience.

**Personal attributes:** High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

Responsibilities as the Stage Manager for the Production will include all the services usually required of the Stage Manager for a first class production of the scale of the Production, carried out to the highest professional standard.

Responsibilities may include but will not be limited to:

- facilitating the creative team in realising their artistic aims for the production throughout the rehearsal process, whilst working with the General Manager, Production Manager and Company Manager to ensure the effective use of allocated staff and resources in creating and running the show;
- maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production, and overseeing all technical departments and resident theatre staff in doing the same;
- managing the stage management department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- managing departmental staff holidays and ensuring an adequate level of show cover at all time;
- daily management of all company members employed by the Producer, including the scheduling and recording of hours and preparing the weekly payroll accordingly;

- liaising with the Producer and General Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- being the first point of call for all company members for any concerns or absences;
- scheduling rehearsals in conjunction with the creative team and stage management;
- overseeing the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances;
- attending all rehearsals, show calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- observing scene changes to ensure these take place safely, particularly when technical elements are moving;
- acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- taking responsibility for the maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, including checks prior to each performance;
- compiling and distributing show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, nightly figures, accident reports, HSE reports, up to date stage management cue sheets and all other show paperwork relevant to the show bible;
- deputising for the Company Manager in their absence, if requested;
- co-ordinating and supervising the get-ins, fit-ups and get-outs of all props and company office equipment, and assisting other departments as required;
- managing petty cash for all departments, and more specifically the timely placing of any orders for goods and equipment required by stage management as approved by the Producer;
- maintaining good relationships with hirers and suppliers;
- and any other duties as may be reasonably required in the course of your duties or as instructed by the Producer from time to time.

**To apply:** Please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to [joinus@playfuluk.com](mailto:joinus@playfuluk.com) with the role you are applying for and your name in the subject line by **5pm on Friday 31<sup>st</sup> March 2023**.

**We are committed to a workplace culture that embraces equality, diversity and inclusion across all departments.**

Please note all applicants must have the right to work in the UK.