



**CHARLIE AND THE CHOCOLATE FACTORY! UK AND IRELAND TOUR**  
**TECHNICAL STAGE MANAGER**  
**JOB DESCRIPTION**

**Job:** Technical Stage Manager

**Salary:** Competitive

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

**Probationary Period:** 12 weeks

**Start date:** Mid July 2023

**Location:** Multiple Cities across a year-long UK and Ireland Tour until February 2024

**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 Technical Stage Manager for the Production will include all the services usually required of the Technical 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:

**Overview and Rehearsals**

- 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;
- 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.

### **Department Management**

- managing the stage management and carpentry departments (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training, wellbeing/HR, and having an acute awareness and understanding of the Producer's employment policies;
- managing departmental staff holidays and ensuring an adequate level of show cover at all time;
- working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- 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;

### **Technical/Paperwork/Other**

- 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;
- 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, 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 assisting other departments as required;
- 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;
- liaising and working closely with the Production Manager to ensure the timely and smooth running of all get-ins and fit-ups.
- leading the fit-up from a show perspective and ensuring all departments work together and maintain the parameters negotiated during site visit and move meetings.
- liaising with FOYS on all things relating to the Glass Elevator.

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, your name and where you saw the advert in the subject line by **5pm on Thursday 15<sup>th</sup> June 2023**.

**Interviews:** will be held for shortlisted candidates soon after the application deadline.

**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.