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**COMPANY & STAGE MANAGER**

**Welcome to Derby Theatre**

We’re pleased that you’re interested in our new vacancy – **COMPANY & STAGE MANAGER** – and have decided to find out more.

**About Derby Theatre**

*'Increasingly the most crucial theatre in the region because of its emphasis on learning, nurturing and nourishing'*

Lyn Gardner, The Guardian

Derby Theatre has pioneered a new vision of what a regional producing theatre can be with its ground-breaking Learning Theatre model, which was established in 2013. This has transformed the theatre from a traditional producing house into an organisation that places learning at the heart of its mission.

We produce high quality professional theatre productions for the mid and small scale in conversation and dialogue with the community we sit in.

In a unique relationship with the University of Derby, students from their degree programmes study in the theatre, both learning from our professional staff and putting on productions in a professional environment.

Our innovative artist development scheme – In Good Company – brings emerging artists into the heart of the organisation, offering a range of support, mentoring, networking and learning that is transforming the artistic ecology of the region.

Over 25,000 young people annually engage in our schools and community outreach programme and bespoke programme for young people in care (Plus One).

Since 2015 Derby Theatre has been one of Arts Council England’s National Portfolio Organisations, and in April 2018 we had the fantastic news that our funding would be increased by 59% - one of the largest uplifts across the portfolio.

**What we do**

Derby Theatre typically produces six in-house shows each year, plus co-productions with our associate artists and a number of student and youth productions.

On the main stage, we produce work in spring, autumn and at Christmas, while in the studio we produce a Christmas show for young audiences. We also produce a family show at Easter/summer, a piece of theatre for under 5s, and a biennial RETOLD production which explores a classic tale from the female perspective. Other projects include hosting research and development projects and productions arising from our learning programme.

Our received programme ranges from full weeks of touring drama and musical productions, to contemporary dance and comedy one-nighters. We host over 70 touring productions per year on the main stage and studio. Our studio houses a dynamic programme of contemporary theatre, comedy, and family theatre.

Over 100,000 people visit the theatre every year, making the most of our vibrant programme, and we participate in city-wide cultural initiatives such as Derby’s Cultural Education Partnership, Derby Feste and more.

It’s an exciting time to join Derby Theatre, as our Learning Theatre model goes from strength to strength, our national and local profile increases and the reach of our work extends into more and more communities.

**History**

The organisation builds on the producing theatre tradition established by its forerunner, Derby Playhouse, which operated on the same site from 1975 until 2008, when it went into administration under a different management company. In 2009 the University of Derby bought the theatre and established a new company to run it – University of Derby Theatre Ltd – and Derby Theatre was born. Under the leadership of Artistic Director and Chief Executive Sarah Brigham, the Learning Theatre Model was conceived and has subsequently continued to go from strength to strength.

**Derby Theatre’s Vision is:**

To engage, empower, inspire and enable the widest possible audience through transformational learning and theatre.

**JOB DESCRIPTION**

**Job title: Company & Stage Manager**

**Responsible to: Head of Production**

**Responsible for: All Stage Management staff, Stage Management placements and any other freelance or casual staff within the production team, as required**

**Key Relationships: Artistic Director and Chief Executive, Technical Manager, Head of Lighting & Sound, Head of Stage, Head of Wardrobe, Production Assistant, Senior Producer, Creative Learning Director, Learning team, Marketing team, Development team, and Production Creative & Technical Teams**

**Purpose of Post**

The Company & Stage Manager is a member of the Production & Technical team and a core member of the wider organisation. The Company & Stage Manager, as well as working directly with artistic, technical and production teams, is a bridge for cross-departmental communication across the organisation, bridging artistic and learning whilst also providing a key supporting role to the department enabling effective planning of production activity throughout the year.

The Production Department is led by the Head of Production, to whom this post reports, and also includes a Technical Manager, Head of Lighting & Sound, Head of Stage, Head of Wardrobe, Production Assistant, Wardrobe Assistant and 3 multi-skilled technicians split across lighting, sound and stage.

**Key responsibilities**

* Along with the Head of Production, Technical Manager and other members of the production department, to liaise with the creative team and work to facilitate their requirements to the highest possible artistic standards, within the time and financial resources available
* To ensure that assigned budgets, e.g. Company overtime, props and furniture, are managed efficiently and to assist the Head of Production in financial planning and budgeting objectives as and when required
* To recruit, supervise and manage all stage management team members working at Derby Theatre ensuring their time is scheduled as effectively as possible adhering to the UK Theatre/Equity Agreement
* With the Head of Production to ensure that the company complies with the requirements of national agreements between the UK Theatre and the Trade Unions, e.g. Equity, BECTU, Musicians Union etc
* To take responsibility for all acting companies and musicians, including non-professional companies, Youth Theatre and any children or young people performing at Derby Theatre, ensuring all new starter information is received in a timely manner, and to return them to the Production Assistant
* To be available for rehearsals, run technical rehearsals and undertake performance duties including at times acting as CSM or DSM as required; ensuring rehearsals and performances run to schedule
* To be responsible for the efficient scheduling of the acting company’s time for rehearsals, performance, learning/publicity calls, costume fittings etc. To ensure that monitoring of overtime hours for actors and musicians hour is properly undertaken, and in line with the current UK Theatre/Union agreements. To ensure that company timesheets are processed accurately and promptly.
* To ensure any children or young people performing at Derby Theatre are appropriately chaperoned and licensed, as necessary, ensuring all paperwork is in place, prior to the first performance
* To undertake the pastoral care of all acting companies working at Derby Theatre, such as coordinating any support or assistance required, e.g. first aid, medical/physio appointments, and ensuring accurate record keeping of any follow-ups required
* Liaise with the Production Assistant to ensure that rehearsal room bookings are kept up to date and to identify where rooms can be released and support rehearsal room needs for R&Ds and workshops
* To work with the Production Assistant to ensure rehearsal rooms, dressing rooms and backstage areas are safe, clean, clear and appropriately maintained and prepared for daily activity
* To provide stage management support for learning and one-off events for Derby Theatre, co-productions, or third-party hires
* In conjunction with the Box Office and Marketing team, to manage the allocation of company tickets for preview performances and complimentary tickets throughout the run
* To manage and maintain the effective storage of all props and furniture ensuring all departmental equipment is appropriately stored, maintained and serviced as required and keeping good record of equipment and the maintenance thereof

**Health & Safety**

* Be familiar and comply with current Health & Safety regulations relevant to the industry and keep abreast of changes to such regulations
* Implement and oversee Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally, including risk assessments as required
* Producing and maintaining any other Health & Safety records relevant to the department, ensuring training records are completed and communicated to staff
* To liaise with the Head of Production regarding production or building Health & Safety issues that may affect performing companies

**General**

* To actively support and promote Derby Theatre’s Learning Theatre model, including a commitment to engage with the University of Derby’s Theatre-related higher education provision; to contribute to learning opportunities such as work experience, placements, and the theatre’s role as a learning environment
* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation
* To take an active role in the team and staff as a whole, and to attend team, departmental or cross-organisation meetings as required
* To ensure that Derby Theatre’s policies, procedures and values are observed in every area of the department’s work
* To contribute to the development of departmental policies and practices.
* To act always in the best interests of Derby Theatre, protecting intellectual property and confidential information at all times
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation

This job description is intended as a guide to the nature of the work required of this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**COMPANY & STAGE MANAGER**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/Desirable** | **Method of Assessment**  |
| **Knowledge and Skills** |  |  |
| Excellent IT and computer skills | **Essential** | Application |
| Demonstrable knowledge of Health and Safety legislation, procedures and policies | **Essential** | Application, interview |
| Working with and implementation of the UK Theatre/Equity Subsidised Repertory Agreement | **Essential** | Application, interview, task |
| Full UK driving licence | **Essential** | Application, documents |
| Recognised qualification in Health & Safety | Desirable | Application, documents |
| First Aid training | Desirable | Application, documents |
| **Experience** |  |  |
| A proven track record of working in a stage management department for a similar sized producing and receiving theatre, including working as Deputy Stage Manager or being ‘On the Book’ | **Essential** | Application, interview, task |
| Experience of drawing up and managing budgets | **Essential**  | Application, interview, task |
| Experience of reading and interpreting technical drawings/plans such as AutoCAD | **Essential** | Application, interview, task |
| To have held a similar position for 2 years or more | Desirable | Application, interview |
| Prop making experience | Desirable | Application, interview, portfolio |
| **Personal Attributes** |  |  |
| Proven leadership skills with the ability to delegate and take control when needed; remain calm under pressure | **Essential** | Application, interview |
| Strong communication and interpersonal skills, able to demonstrate diplomacy, discretion and professionalism | **Essential** | Application, interview |
| A motivated and enthusiastic self-starter who enjoys working with and supporting actors and creative teams | **Essential** | Application, interview |
| Demonstrate the ability to work with and support other departments | **Essential** | Application, interview |
| Accuracy and excellent attention to detail | **Essential** | Application, interview, task |
| Ability to commit to Derby Theatre’s aims and objectives, especially sustainability and equal opportunities, including a willingness and ability to support learners of different ages, including students and young people | **Essential** | Application, interview |
| Ability to work evening, weekends and public holidays, as required | **Essential** | Application, interview |
| Ability to carry out the physical demands of the role, including working comfortably at height | **Essential** | Application, interview |

**MAIN TERMS & CONDITIONS OF SERVICE**

**Salary:** Up to £24,000 per annum (depending on experience)

**Hours:** Standard working week is 39 hours Monday to Friday. When in rehearsals

or performance runs it is expected that the working week will be 39 hours

over 6 days.

* Evening, weekend and bank holiday working will be required
* To include evenings, weekends and Bank Holidays, as per rota TOIL, Overtime and TMA managed and paid in accordance with BECTU and the Derby Theatre House Agreement

**Holiday:** 28 days per annum, including Bank Holidays, rising to 33 days over five

years, (plus 4 days for 6 day week)

**Pension:** Derby Theatre operates a contributory pension scheme provided by NEST

**Probation:** This post is subject to a six month probationary period

**Notice** Two weeks during probationary period, two months thereafter

**Benefits:** Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), childcare vouchers scheme, free travel on University of Derby buses, intu discount card offering discounts at a wide range of stores.

**Other Terms** In accordance with BECTU and the Derby Theatre House Agreement. An enhanced DBS clearance is required, which Derby Theatre will arrange.

**HOW TO APPLY**

* Visit our website www.derbytheatre.co.uk to download an application form and equal opportunities monitoring form (these are combined in one document). You must fill in this form to apply as no CVs will be accepted.
* Make sure you save your application form with the file name **including your name and the job title, e.g. Your Name – Job Title – Application form**
* Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process
* Email your completed application form and equal opportunities monitoring form to jobs@derbytheatre.co.uk

We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our teams as they are under-represented within Derby Theatre’s workforce. We guarantee to interview any candidate with a disability or from an ethnic minority background who meets the essential criteria for the role.

**Closing Date:** Monday 6th January 2020, 10am

**Interview Date:** Friday 17th January 2020

Start Date: February 2020