

## Company Stage Manager

The Everyman Theatre are looking for an experienced CSM to head up the team for this year's pantomime, *Dick Whittington and His Cat, Tweedy*. The role will include all usual CSM responsibilities;

### REHEARSAL AND PERFORMANCE:

- Oversee the delivery of stage management services for the production, including the daily setting up and smooth running of rehearsals and performances.
- Take responsibility for the management of the rehearsal spaces and ensure that they are well-prepared and safe environments.
- Oversee the effective and efficient organisation of Company calls under the relevant union agreement.
- Ensure production requirements are met in a timely fashion and all departments are kept informed of what is required.
- Liaise with the Marketing Department to organise publicity and press calls.
- Liaise with the Wardrobe Department to organise wardrobe calls and fittings.
- Run the technical and dress rehearsals and ensure that the schedules are kept on track.
- Be present for all technical and dress rehearsals and previews and press night as required.
- Oversee maintenance of current productions (i.e. any repairs or maintenance to props, furniture or set dressing) when required.
- Manage the well-being, morale and professional behaviour of the company in general, and support the Director.

### CONTRACTS & ACCOUNTING:

- Ensure the implementation of employment terms for all actors and stage management staff in accordance with the relevant union agreement.
- Maintain order and discipline within the acting company and stage management in accordance with the relevant union agreements.
- Manage petty cash, credit card transactions, purchase orders, and all other financial transactions within the Stage Management Department.
- Take responsibility for managing agreed budgets under your control for productions and maintenance.
- Track hours worked and produce timesheets for Stage Management and Cast.
- Monitor and control overtime as required.
- Deal with any contractual or union matters which may arise, in conjunction with the Theatre Manager.

### HEALTH AND SAFETY:

- Together with the Production Manager, manage a well-organised, clean, efficient and safe working environment in those areas used by stage management and company members.
- Take responsibility for the accountability of Company members and staff under CSM line management during fire evacuations.

### GENERAL RESPONSIBILITIES:

- Line manage the Stage Management team (incorporating 1 x DSM and 1 x ASM).

- Be prepared to have a small track/plot on shows, and to cover the DSM or ASM track in emergencies.
- Liaise with other departments to ensure good communication and the smooth running of the Stage Management Department.
- Contribute to scheduling meetings as required.
- Undertake any other duties as reasonably required.

**DATES:**

Monday 7<sup>th</sup> November 2022 – rehearsals in Cheltenham (2 weeks, Monday-Saturday)

Thursday 17<sup>th</sup> November 2022 – Production Week, Tech & Dress Rehearsals

Friday 25<sup>th</sup> November 2022 – first public performances

Sunday 8<sup>th</sup> January 2023 – final performances

**FEES:**

Fees will be a buyout based on Equity rates for an MRSL Grade 3 subsidised theatre.

**TO APPLY:**

Please send CV and covering email to [jenny.wicks@everymantheatre.org.uk](mailto:jenny.wicks@everymantheatre.org.uk) by 9am, Friday 19<sup>th</sup> August. Interviews will be held towards the end of August.