



Assistant Stage Manager

Fixed Term from 9 August 2021 until 23 December 2021

Department:	Stage Management
Salary:	£23,782 per annum
Deadline for Applications:	1 August 2021 (12pm)
Interviews:	4 or 5 August 2021

Job Description

Job title: Assistant Stage Manager – Levels 1-4

Responsible to: Stage Manager – Head of Department

Main purpose of job:

To perform the duties of Assistant Stage Manager – Levels 1-4 as stated below on all designated WNO productions from inception, through rehearsals and performances.

Key accountabilities

- To cover designated productions from inception, through rehearsal period & performances including rehearsals for covers, revivals etc., and to maintain a high standard of performance after the opening from a technical standpoint and keep a competent record of all work in the form of prop lists, crew plots, lighting plots, fly plots, running lists up to date.
- To rehearse and run revivals.
- To cover Programmes and Engagement events as appropriate.
- To prepare rehearsal rooms by marking out the set, checking there is adequate heating etc.
- To attend Sitzproben [where possible] for the sole purpose of timing the production, with the permission of the Conductor
- To act as liaison during rehearsals between director, designer, technical office, production manager, making departments, cast, chorus & any other relevant department.
- To help prepare for future productions, including small scale tours or concert tours where appropriate. To be involved in the Bauproben when necessary.
- To assist in the preparation of photocopied scores, prop plots, crew plots, running lists or any other documentation for production hiring, or co-productions.
- To run wings during rehearsals and performances.
- To take responsibility for the provision and setting of props for rehearsals and performances.
- To cover the running of designated shows and wings.
- Any other reasonable duties commensurate with the role as deemed necessary by the Stage Manager – Head of Department, Deputy Stage Managers, Senior Assistant Stage Manager and/or the Technical Director including some as Duty Stage Manager on Show days and covering of semi-staged Concerts.

Health & Safety

- Assist with the promotion of a positive safety culture within the stage department, adhering to the Company's Health & Safety policy, rules and regulations at all times.
- The post carries responsibilities as set out in the WNO Health and Safety Policy.
- Familiarise yourself with and follow risk assessments and Safe Systems of Work for delegated activities.
- Assist with ensuring high levels of public safety and stakeholder care and work in such a way as to promote a culture of safety.

General

- To behave in accordance with our values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with our policies and procedures at all times
- To undertake any training appropriate to the post.
- This is a touring role. The role will be based at WNO's sites in Cardiff during the production period but will involve regular travel to locations within the UK and abroad.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the organisation. The post holder will be required to undertake such duties and responsibilities as may reasonably be expected from time to time within the scope and grading of the post.

Person Specification

Assistant Stage Manager

Essential skills and experience include:

- The desire to acquire new experiences and knowledge and to learn new skills.
- Self-motivated and pro-active with the ability to work calmly under pressure and prioritise conflicting demands.
- A sympathetic approach to people working under pressure in an artistic environment.
- The ability to work as a member of a large team as well as the ability to work independently or to supervise small independent groups.

Desirable skills and experience include:

- A working knowledge of current Health & Safety practice relevant to the role.
- Basic IT skills including use of Outlook, Word and Excel.
- A flexible approach to the requirements of the job.
- Ability to travel independently within the UK and abroad.
- Experience of working in elements of repertory theatre. *
- Experience of large-scale theatrical touring. *
- Up to date knowledge of current theatrical practice with the ability to keep abreast of new technologies and working practices. *
- A recognised Health and Safety qualification and/or the skills, knowledge and experience to obtain a qualification with suitable training. *
- The potential to grow into amore senior role within technical theatre.*.
- Full, current UK driving licence. *
- An interest in Opera. *
- Welsh language speaker/writer. *

Health and Safety

Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.