

Stage Manager

Òran Mór winter Panto

Thank you for your interest in the post of Stage Manager with the Òran Mór Panto. We are seeking a talented and skilled person to fill this important post.

This is a fixed term freelance contract for 8 weeks from 11th November 2024 – 5th January 2025 inclusive. Regular attendance in person during rehearsals and performance will be required in order to fulfill the requirements of the role. During the course of the role your time will be split between the rehearsal space in central Glasgow, and our performance space in the West End of Glasgow. Weekend work will be required, and performance schedule encompasses two-show days, approx 12 shows a week, daytime performances

Rate of pay is £701.99 per week. (When schedule calls for more than 6 performances per week, an additional £25 per performance will be paid)

The Stage Manager must be ready to start rehearsals on 11th November 2024.

Application deadline: 11am on Monday 23rd September 2024.

Interviews will be held week beginning 30th September 2024 in Glasgow, and will be held in person. We are not in a position to provide financial assistance for travel.

We are committed to an accessible recruitment process within the current capacity of the organisation, and we welcome alternative application formats as well as access documents. Please get in touch at info@playpiepint.com if you have questions about this.

In order to apply, please submit all of the following:

- An up-to-date CV.
- A cover letter of no longer than one side of A4 or video/audio recording of no longer than three minutes, detailing your experience and suitability for the role with reference to the person specification.

Please send applications by email only, marked ÒRAN MÓR STAGE MANAGER APPLICATION to applications@playpiepint.com

If you would like to ask any questions about the post in advance of submitting your application, please email info@playpiepint.com with the subject-heading ÒRAN MÓR PANTO - STAGE MANAGER QUERY

Job Description

The Stage Manager will work collaboratively within the Creative & Production team of the Òran Mór Panto to ensure a successful production, using a range of creative and practical skills to ensure a smooth rehearsal, and performance process.

Personal Specification:

An enthusiastic and highly motivated individual who will relish the unique environment of the Òran Mór Panto and the challenges and opportunities that it presents.

The right candidate will be quick on their feet, calm under pressure, with the ability to make firm and fast decisions in a demanding and fast-moving working environment during the Òran Mór Winter Panto.

Essential:

- 2+ years' experience of working as a Stage Manager at small-scale theatre/touring level.
- A demonstrable successful track record in Stage Management on a range of productions.
- Ability to fit up and strike the Panto set to accommodate other events in the venue. (Some heavy lifting required)
- Basic knowledge of power tools and set construction in order to fit up and strike set.
- Experience in running tech rehearsals, and scheduling fit up and tech days.
- Experience in wardrobe maintenance and costume management.
- Excellent budgeting and planning skills.
- Excellent communication skills.
- Excellent time management skills.
- Able to work both closely as a team and to be self-motivated.
- Able to work under pressure in a fast-paced environment.
- Able to multi-task, juggling multiple projects in unison.
- Excellent interpersonal skills and able to work with a range of personalities.
- A love of the arts and a knowledge of, and genuine enthusiasm for, the work of A Play, A Pie and A Pint.

Desirable:

- In-date driving license, and confidence in driving a van when necessary.
- Experience in making and sourcing props.

Responsibilities

In rehearsals:

- Source or make any props required within agreed budgets.
- Provide mark ups in the rehearsal room.
- Liaise with the Deputy Stage Manager and Director in the room regarding requirements.
- Work with the Production Coordinator and Tech team regarding requirements.
- Liaise with the Designer and design team regarding set items.
- Read script ahead of rehearsals.
- Drive vans/organize transportation for set/props as required during rehearsals.

On stage:

- Schedule fit up and tech day with venue and creative team.
- Fit up and strike set when required to accommodate other events in the venue (potentially daily).
- Liaise with venue regarding layouts and seating arrangements each day.
- Run the tech rehearsal.
- Set props, costume and quick changes throughout the run.
- Based backstage during the show for scene changes and quick changes.
- Responsible for wardrobe maintenance and washing when required throughout the run.
- Manage SM props and maintenance budget with Production Coordinator.

Other:

- Line Management of the Deputy Stage Manager.
- Work effectively with Production Coordinator
- Manage and deliver production receipts in a timely manner.
- Any other Stage Management duties as required.