

# COMPANY STAGE MANAGER

---



## Job Description

The Company Stage Manager will work closely with the Director to ensure the performing company are supported during rehearsals and production. They will line manage the Production Assistants and Costume & Props Supervisor to ensure the smooth running of the show.

Responsibilities will include:

- Supporting key rehearsals, taking notes of blocking and props
- Managing 'the book' and calling the show
- Creating a props list and managing the props budget alongside the Production Designer
- Managing a production assistant on costume and props
- Distributing call times, rehearsal and show reports to creative team, crew and cast
- Working with the wellbeing worker to support company welfare
- Liaising with front of house departments
- Running pre-show checks and choreographed fight/Stunt calls
- Support and mentor production crew, considering development opportunities within the workload
- Working with the Production Manager to ensure health and safety standards are met

## Person Specification

This role would suit someone with previous stage management experience, who is looking to work on a large cast production

- Experience running large cast productions
- Experience working with young people
- Experience managing teams
- Excellent communication skills
- Site specific event experience
- Ability to manage and prioritise multiple workflows efficiently
- Strong problem solving skills and attention to detail
- Collaborative team member