



## British Youth Music Theatre Job Description and Person Specification

<b>TITLE</b>	<b>Stage Manager (Freelance)</b>
<b>Responsible to</b>	Production manager
<b>Internal Relations</b>	<ul style="list-style-type: none"><li>• Creative team on specific project/show: Director, MD, Choreographer, Designer etc.</li><li>• Executive Producer, Deputy Chief Executive, Associate Producer, Programmes Administrator, Marketing Manager, Finance Officer</li><li>• Board of Trustees (responsible for corporate governance and approval of key policies)</li><li>• Young people on company projects and their families</li></ul>
<b>External Relations</b>	<ul style="list-style-type: none"><li>• Partnering organisations</li><li>• Venues</li><li>• Suppliers</li></ul>
<b>Responsible for</b>	<ul style="list-style-type: none"><li>• Deputy Stage Manager</li><li>• Assistant Stage Managers</li></ul>
<b>Role</b>	<p><b>British Youth Music Theatre (BYMT)</b> is the UK's leading music theatre company for young people aged 11-21. Supported by Arts Council England, we specialise in creating brand new musical theatre.</p> <p>This pivotal role, within each production, working alongside the creative and pastoral teams, leading the company and ensuring the show progresses through rehearsals to performance smoothly. You will report to the Production Manager and ultimately to the Director of the production.</p> <p>You will be a strong leaders but also diplomatic and sensitive to the pressures and intensity of the project. You will be good at working as part of a team as well as being self-motivated and proactive. Broad technical knowledge is very useful as is a willingness to get involved in the whole process, engaging with the young people and the show on a creative and personal level.</p>
<b>Main duties</b>	<p>Responsibilities will include:</p> <ul style="list-style-type: none"><li>• managing the project's technical team with the Production Manager</li><li>• leading the get in, get out and technical rehearsals for the show</li><li>• taking on show running responsibilities as required for the performances</li><li>• carrying out risk assessments for rehearsal and performance activities updating this paperwork as required in collaboration with the Associate Producer</li><li>• completing a welcome tour and health and safety briefing on arrival at the performance venue</li><li>• creating and publishing rehearsal schedules in collaboration with the creative team and Pastoral Manager</li><li>• assist the production manager in keeping spend within the allocated budget</li><li>• ensuring all physical concerns and potential injuries are monitored and dealt with appropriately in conjunction with the Pastoral team</li><li>• creating and distributing show reports after each performance ensuring any issues arising from this are suitably handled before the next performance</li></ul>

- ensuring that any items loaned or hired are maintained in the condition they were received in and returned as arranged
- ensuring any running maintenance is completed promptly
- ensuring accurate show paperwork is created during the rehearsal and performance processes
- carrying out all other duties reasonably requested by the production manager, creative team or pastoral staff
- ensuring adherence to the company's policies and procedures with particular reference to race equality, diversity and health and safety
- working collaboratively with team members and other colleagues to meet the companies aims and objectives

**Working with young people**

The postholder will need to have a close working relationship with young people across the UK. The postholder will be required to undertake a Disclosure and Barring Service (DBS) check, the cost of which, in line with all freelance staff, will be deducted from their fee.

**Terms and conditions**

**Salary/fee** – up to £1080 for a 2 week production or £1620 for a 3 week production; plus full-board accommodation (possibly shared) and travel allowance (see contract for more details)

**Place of work** – specific rehearsal and performance venues

**Presentation** – casual, but smart if required.

## Person Specification

The post holder will need to have:

### Qualifications

- Good all round level of education
- Training in stage/company management
- Training in Health and Safety

### Experience

- Experience as a Stage Manager ideally for professional touring companies on the No 1 or mid-scale circuits;
- A sound background in technical theatre;
- Experience of working with multiple teams and/or complex projects;
- Excellent administrative abilities;
- Experience of negotiating expenditure within budget
- Budget management;
- A constructive but firm approach to managing staff at all levels;
- A rapport with young people, their parents, related organisations;
- Excellent oral and written communication skills;
- Ability to work in high pressure environment and prioritise accordingly.

### Desirable Skills

- Lighting and/or sound
- Stage/props/scenery construction
- PC skills, particularly Word, Excel and Publisher
- Clean, valid driving licence and able to drive vehicles up to a Luton van.

## **Ability/Disposition**

The post holder will need to have:

- Good people skills and be a team player
- The ability to work on their own initiative
- A rapport with a variety of people including young people, their parents, theatre and staff and teachers
- An understanding of issues affecting young people
- A knowledge of and interest in theatre
- Excellent planning skills and good time management
- Available to work away from home during school holidays
- Able to manage their time effectively
- Able to have constructive engagement with creative teams

