

**JOB DESCRIPTION: ASSISTANT STAGE MANAGER /
BOOK COVER**

DATE: DECEMBER 2020

1. **DEPARTMENT:** Technical Department

2. **RESPONSIBLE TO:** Stage Manager / Deputy Stage Manager

3. **MAIN PURPOSE OF THE JOB:**

To assist the Stage Manager in ensuring the smooth running of all rehearsals and performances, at base and on tour.

4. **EDUCATION:** A stage management or arts qualification is desirable or relevant professional experience will be considered.

5. **KEY RESPONSIBILITIES:**

- To ensure the smooth and confident overseeing of company rehearsals at base or on tour.
- On designated productions create and provide a legible prompt copy showing all sound, lighting, flying and technical Q's, in consultation with all departments, i.e. artistic, technical and music.
- To deputise for the Deputy Stage Manager in their absence and on designated productions to call shows and ensure the smooth technical running of the rehearsals and performances.
- To ensure as far as is possible a safe working environment for the staff and the company when on tour, in line with the Company Health and Safety Policy.
- To ensure the highest professional standards are always set and maintained.
- To research, source and make props for productions as required working within budgetary constraints.
- To carry out running repairs of props, furniture, and scenery on tour and at base.
- To assist in carrying out accurate rehearsal room mark outs from ground plans.
- To assist in the creation of accurate production bibles for new productions and update and maintain existing production bibles to allow efficient revivals of the company's repertoire.
- To be responsible for running a wing during performances, communicating with the Stage Manager to provide a safe and efficient performance environment.
- To assist in maintaining the digital archive.
- To attend training courses when required.
- To work alongside and assist other departments in the company.

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside this brief, as operationally required and at the discretion of senior management.

ESSENTIAL ATTRIBUTES

- The ability to sight read a ballet score is essential.
- A proven track record of working in theatre.
- Previous experience as an Assistant Stage Manager with professional experience in stage management, and a proven track record of having called shows as a book cover.
- A proven track record of creating accurate prompt copies and calling shows.
- Must be flexible and confident in running rehearsals unaccompanied.
- A comprehensive understanding of stage management, constructing prompt copies and prop-making/sourcing props.
- Knowledge and previous experience of using Qlab for music playback.
- A solid understanding of the other disciplines involved in the production process.
- A logical and methodical approach to planning and preparation.
- The ability to problem solve in a theatrical environment with a calm measured approach.
- Good communication and organisational skills.
- A good understanding of Health and Safety at work in a theatrical environment.
- Good IT skills, Microsoft office or similar.
- Current Passport.

DESIRABLE ATTRIBUTES

- Experience of Fit Ups and Get Outs.
- Experience of foreign touring.
- Full UK driving licence.
- Basic film editing skills

PERSONAL ATTRIBUTES

- Efficient and adaptable approach with the ability to prioritise workload to meet targets and deadlines.
- Ability to work calmly under pressure.
- Creative problem solver.
- Pro-active; able to self-motivate and use own initiative in the absence of clear guidelines by identifying tasks, projects and/or potential problems in advance.
- Creating solutions and taking ownership of the outcomes.
- Excellent time management.
- Able to work as part of a team with a friendly approach and remain open to others.
- To build good working relationships with other departments.
- A desire to work for Northern Ballet and deliver to the highest standards.