

| JOB PROFILE | |
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| Company: | Italia Conti |
| Department: | Production |
| Role: | Stage Manager |
| Reporting to: | Production Manager |
| Location: | Victoria Place, Woking |
| Salary band: | Band B |

| ROLE SUMMARY |
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| <p>The Stage Manager will take the lead on the Stage Management of all Italia Conti shows and performances, making and sourcing props, managing the props and furniture budget, assisting in the rigging and operation of lighting and sound and in the construction and painting of sets, cloths and other scenic items.</p> |

| KEY ACTIVITIES |
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| <p>Productions</p> <ul style="list-style-type: none"> • Ensuring Stage Management provision is in place for all shows and performances. • Taking responsibility for sourcing props for productions – making, borrowing, purchasing, or hiring as necessary. • Managing and monitoring the props and furniture budget for all productions in liaison with the Production Manager. • Attending rehearsals, as necessary, ensuring communication is maintained between the rehearsal room and the technical team. • Attending rehearsals and dress rehearsals and the opening night, taking notes, and carrying out any alterations and repairs as required. • Attending production and staff meetings as appropriate. • Assisting with the rigging, focusing, plotting and operation of lighting and sound equipment as required. • Assisting in the construction and painting of scenery and other scenic elements for productions, working with the Technical Manager, Set Designer and Theatre Technicians. • Driving a hire car/van to collect/return equipment to other locations/venues as required. • Working during the rehearsals and performances in a variety of roles – stage management, lighting, sound operator etc. This would be agreed in advance with the Production Manager. • Participating in, and assisting with, get-ins, fit-ups, and get-outs. • Recruiting and overseeing the work of freelance Deputy Stage Managers and/or Assistant Stage Managers for productions with the Production Manager. • Deputising for the Production Manager or Technical Manager in their absence, as and when required. • Acting as the health and safety responsible person during productions. |

Theatre & Resource Management

- Working with the Production Manager and Technical Manager to ensure an accurate and relevant inventory of props and furniture is maintained.
- Working with the Production Manager and Technical Manager to ensure efficient and organized storage of props and furniture along with managing systems of hire in respect of allocation to productions and rehearsals and student access to these resources.
- Contributing to Health & Safety Policies and procedures as they apply to the Production Department.
- Keeping storage areas in a clean and tidy manner, keeping the Production Manager informed as to the stocks of props and prop-making materials.

Financial Responsibilities

- Managing stock and maintenance budgets, keeping all financial records for approval by the Production Manager.
- Ensuring all financial processes are adhered to in terms of purchase orders, invoices, and petty cash procurements with reference to purchases and hires, evidencing petty cash expenditure and expense claims.
- Obtaining best value-for-money and minimizing expenditure wherever possible without jeopardising the quality of the work or the reputation of Italia Conti.

Department, Academic and Personal

- Attending and contributing to Boards and meetings as required to represent the department and to contribute to enhancement processes as they affect production resources and activities.
- Providing informed departmental input into policies and systems.
- Engaging with CPD on an ongoing basis, keeping apprised of developments both practical and regulatory in the area of technical theatre.
- Contributing to and overseeing the provision of departmental information to documentation such as staff and student handbooks.
- Setting a good Health & Safety example to all permanent Italia Conti staff, casual staff and freelancers and the public.
- Ensuring the Italia Conti safeguarding policy and reporting process is adhered to by all permanent staff, casual staff, freelancers and the public.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

| | Essential | Desirable |
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| Qualifications/Education | <ul style="list-style-type: none">• A good tertiary education or equivalent experience.• Formal qualification and/or extensive professional | |

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| | experience in relevant aspects of the performance industries. | |
| Knowledge/Skills | <ul style="list-style-type: none"> • Skills in sourcing and making props. • Basic skills in carpentry and painting. • Ability to research periods and styles in order to accurately reflect the production. • Knowledge of and basic skills in lighting and sound – rigging, focusing, plotting and the operation of generic lighting and sound equipment. • Familiarity with current Health * Safety Regulations relevant to the industry. • Excellent organisational and time-management skills with good attention to detail in respect of maintaining accurate records. • Excellent influencing and communication skills, an open and collaborative style and a high standard of written and spoken English. • Personal integrity and high standards for self and others and the ability to operate sound judgement under pressure. • A keen interest in the performing arts and arts education. • A good standard of IT literacy. | <ul style="list-style-type: none"> • First Aid qualification. • Fire Marshal qualification. • Current, clean driving license with experience of driving vans in and around London and the Home Counties and surrounding area. |
| Experience | <ul style="list-style-type: none"> • Previous demonstrable experience in Stage Management. • Experience of set construction. • Experience of operating sound and lighting desks. | |

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| | <ul style="list-style-type: none"> • Experience of managing an inventory of props and equipment. | |
| <p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from the Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p> | | |