



STAGE MANAGER - JOB DESCRIPTION

SPLISH SPLASH

Oily Cart create a watery wonderland, a magical space where every sense is delighted. Hydrotherapy pools will be transformed by underwater lighting, clouds of bubbles drifting from below, curtains of spray, and live music played on specially created floating instruments, with a sound that can be felt as much as heard.

The audience determine the course of the journey as co-creators in this multi-sensory, immersive and interactive production for young people aged 3-19 which comes in three versions: one for those with profound and multiple learning disabilities, another for those on the autism spectrum, and a third for those who are deafblind.

This is not a conventional stage manager role, candidates should be prepared to work **in costume** and will be expected to liaise very closely with school staff on the particular needs and requirements of each child and young person attending the production.

RESPONSIBLE TO: Director and Production Manager

KEY TASKS

1. To manage the production in rehearsal and on tour, liaising with schools (both before and during the visits), accommodation and Oily Cart artistic and administrative teams.
2. To maintain 'the Book' during rehearsals, prepare summary reports each day during the rehearsal period and to prepare and update the props list.
3. To undertake production-related tasks during the rehearsal period as directed by the Director, and participate in meetings and minute them as required throughout the contract.
4. To take responsibility for the driving, to co-ordinate the sharing of driving and to be responsible for regular maintenance, cleaning, repairs and fuelling of the company vehicle.
5. To undertake and co-ordinate get-in and get-outs of the show and to stage manage during performances, undertaking technical duties as required.
6. To work in costume and interact with audience (training will be given).
7. To write daily show reports and circulate them to the performing and artistic team.
8. To organise, or undertake repairs and laundry/dry cleaning of props, set and costumes as required.
10. To liaise with the TOURING PRODUCER regarding company welfare, hours worked etc.

IN REHEARSAL

1. Maintain 'the Book'.
2. Prepare daily summaries of actions decided in the rehearsal room and ensure that these are distributed to the Director, the Design team, the Executive Director and the Production Manager.
3. To prepare and maintain the props list for the production, and ensure that this is regularly distributed to the Director, the Design team, the Executive Director, the Production Manager.
4. To ensure that the rehearsal space is kept in a clean & tidy state.

TOUR MANAGEMENT

1. To liaise with the Oily Cart Touring Producer and the Artistic Team before the tour, checking venue, geographical, and contractual details.
2. To ensure all technical information received from venues is adequate. To gather further information whenever necessary and to contact each venue at least two weeks ahead of the performance date to confirm all touring, staffing and technical details.
3. To be in charge of the technical running of performances including lighting, sound and special effects, and of all get-ins and get-outs, including initial liaison on arrival at a new school.
4. To ensure that the set, costumes and technical equipment on tour are maintained to the highest standard, requesting support from the Production Manager if necessary.
5. In liaison with the Administration team, to ensure each venue is provided with relevant educational and publicity materials as required.
6. To manage the Stage Management float, returning VAT receipts and claim forms to the Production Manager on a regular basis.
7. To be responsible for arranging all repairs, maintenance, laundry and cleaning on the road, liaising with the production team as necessary. In particular to ensure all technical equipment is operated under safe conditions. To ensure all items on tour are clearly marked "Oily Cart" and are entered in a detailed inventory.
8. To have knowledge and awareness of health & safety issues on tour and to comply with all current legislation and recommended precautions.
9. To hand over the show to the returning stage manager at the end of the contract
10. To liaise closely with school staff about the medical and mobility needs of each child and young person attending the show

VEHICLE MANAGEMENT

1. To ensure that company vehicles are maintained in a safe and legal condition.
2. To ensure that the vehicle(s) is kept clean internally and externally – arriving at venues in good order.
3. To ensure the vehicle is properly alarmed and secured whenever unattended.
4. To undertake and log daily and weekly maintenance checks on the company vehicle, ensuring maximum safety, road-worthiness and cleanliness.

MONITORING AND FEEDBACK

1. To ensure each school is encouraged to feedback about the show.
2. To ensure that audience feedback forms are available at each performance.
3. To complete, collate and return daily show reports, accommodation and venue reports to the team
4. To be in touch with the Oily Cart office at least twice a week to report on the tour.

PERSON SPECIFICATION

Essential

1. Experience of stage management on national tours.
2. Excellent written and spoken communication skills.
3. Excellent interpersonal skills

4. Calm and kind – happy to work in unconventional settings eg: hydrotherapy and healthcare settings as well as special schools.
5. A clean driving licence
6. Be able to work closely and interact with an audience.
7. An Enhanced DBS check

Highly desirable

1. An enthusiasm for and interest in theatre for children and young people.
2. First Aid Qualification

Salary £556.62 per week plus per diems and accommodation on tour.