



Job Description and Person Specification

Job Title: Touring Company Stage Manager (CSM)

Place of work: Moonshot Centre, Angus Street, Fordham Park, New Cross, Lewisham, London, SE14 6LU and touring venues.

Responsible to: Artistic Director

Principal working relationships: The performers, Creative team, producers, venue managers, third-party suppliers

Line Manage: Artistic Director

Fee: £575 per week

Description:

The Company Stage Manager (CSM) is responsible for the welfare of IRIE! dance theatre company and provide practical and organisational support to the Artistic Director, performers, designers, and technical crew throughout the production, rehearsal process and tour.

The role involves working closely with the Artistic Director, the Production and Producing team, and the Creative teams for the creation and delivery of dance performances, residencies, masterclasses, workshops, and any other activity directly related to the performance company.

The CSM supervises onstage and backstage activities during performances and facilitates communication across all creative and technical teams and departments.

Duties and Responsibilities:

- To support and be responsible for the performers during the tour
- Facilitate communication between artistic direction and company members for rehearsals and performances through emails, calls and any other relevant communication platforms.
- Facilitate communication between Artistic Direction and the production team
- Source and book additional rehearsal space when/if required
- Ensure production requirements are met in a timely fashion and all teams, and departments are kept informed of what is required
- Be aware of IRIE!'s marketing and publicity strategy concerning the touring production.
- Be responsible for booking travel, and accommodation and organising subsistence for the company and creative team when necessary.
- Ensure any necessary PRS permissions are sought in advance of productions and PRS information is provided by Sound Designers, Composers, and/or Technicians for all IRIE! dance theatre and visiting shows.
- Manage the transportation of instruments to venues and rehearsal spaces
- Be responsible for costume maintenance
- Supervising preshow activities such as technical and safety checks;
- Create a risk assessment to ensure the safety of the full company
- Manage the backstage and onstage area during performances
- Oversee sets, props, lights, and sound; and call all technical cues during performances.
- To be an outstanding ambassador for the company at all times.
- To undertake any other appropriate duties on the running of the tour which the Artistic Director may allocate.

Person Specification: Essential

Knowledge/ Experience/Qualifications	Assessment Method
Qualification in stage managing/ related arts qualification or 3-5 years equivalent knowledge and experience	Statement/one-one discussion
Proven experience of touring and/or working with an arts company or creatives to a local, and national level. International level will be welcomed.	Statement/one-one discussion
Experience in Health & Safety regulations pertaining to theatre and live performance, risk assessment.	Statement/one-one discussion
Evidence of strategic ability to interpret creative requirements practically and technically	Statement/one-one discussion
Honesty, integrity, excellent verbal, and interpersonal communication skills	Application/Interview
Ability to motivate others, support the achievement of results and be able to make decisions and remain calm under pressure	Application/Interview
Be familiar with licensing requirement	Application/Interview
Experience of managing at least one other team member	Application/Interview
Personal Qualities	Assessment Method
Committed to the values of IRIE! including equalities, valuing diversity, and safeguarding.	Statement
Flexibility of approach, open to innovative and creative ways of working in a fast-changing environment to meet business and creative needs.	Statement
Political astuteness with the commitment and ability to build positive relationships with a variety of individuals and organisations	Statement
Ability to work independently and as a member of a team	Statement
Ability to anticipate problems and find solutions in a positive manner	Statement
Empowers and works collaboratively, facilitating others contributions, and being committed to working with others to achieve results	Statement/one-one discussion

Person Specification: Desirable

Knowledge/ Experience/Qualifications	Assessment Method
Theatre in Education qualification/equivalent or minimum of 3-5 year's experience	Statement
London Base/relocation fee will not be paid	Statement
National and international connections	Statement
First Aid trained (although full training will be undertaken).	Statement
Confidence working with technical aspects of theatre and/or a knowledge of electrics and/or carpentry.	Statement