

WICKED

Wicked Tour - Stage Manager Job Description

Job: Stage Manager

Responsible for: Deputy Stage Manager, Assistant Stage Managers

Salary: Above Equity SOLT / UK Theatre minima

Probationary Period: 12 weeks

Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required. Exact scheduling to be confirmed

Start date: ASAP (Negotiable)

Location: Multiple Cities across a UK and Ireland Tour until January 2025

Preferred: Minimum 3 years' experience as Stage Manager on a large-scale West End musical or equivalent experience.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organization skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by **10am on Monday 10th June 2024**.

Interviews: will be held for shortlisted candidates. Please note that applications will be reviewed, and interviews arranged on a rolling basis.

To assist with the shortlisting process, please save your CV as a pdf, with the file name “‘First name’ ‘last name’ – CV”

Responsibilities for the Stage Manager for the Production will include all the services usually required of the Stage Manager for a first-class production of the scale of the Production, carried out to the highest professional standard.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Facilitating the creative team in realizing their artistic aims for the Production throughout the rehearsal process, whilst working with the Company Manager and Production Manager to ensure the effective use of allocated staff and resources in creating and running the show;
- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production, and overseeing all technical departments and resident theatre staff in doing the same;

- Managing your department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Working in accordance with the Producer's Health and Safety policy, which may include working at height, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your department team members is up to date, personally attending any such training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times;
- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- Scheduling rehearsals in conjunction with the creative team and stage management;
- Overseeing the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances;
- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Observing scene changes to ensure these take place safely, particularly when technical elements are moving;
- Communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- Taking responsibility for the maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, including checks prior to each performance;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Compiling and distributing show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, nightly figures, accident reports, HSE reports, up to date stage management cue sheets and all other show paperwork relevant to the show bible;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Such other services as are customarily provided by the Stage Manager in relation to the production of a first -class musical play;

- Any other duties as may be reasonably required in the course of your duties or as instructed by the Company Manager, Production Manager, General Managers or Executive Producer from time to time.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.

Please note all applicants must have the right to work in the UK

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WUKTPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are **Marc Platt, David Stone, and Universal Stage Productions**. In the UK, **Michael McCabe** is Executive Producer and **Playful Productions** are the General Managers.