

# WICKED

## Stage Manager

### Job Description

**Job:** Stage Manager

**Responsible for:** Deputy Stage Manager, Assistant Stage Managers

**Salary:** Above SOLT/Equity minima <https://www.equity.org.uk/>

**Probationary Period:** 12 weeks

**Contract:** Initially fixed term for 1 year with the intention of becoming open-ended, subject to review. The position is full time and evening and weekend work will be required. Performance schedule Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to WLPL's right to give two weeks' notice to close the Production.

**Start date:** August 2024

**Location:** Apollo Victoria Theatre, London

**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 orientated, strong communication and organisational 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](mailto:joinus@playfuluk.com) with your name and the role you are applying for in the subject line by **10am on Wednesday 1<sup>st</sup> May 2024**. Please include 'Wicked Recruitment' in the title of your email.

**To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' last name' – CV"**

Your responsibilities as Stage Manager may include but will not be limited to:

- facilitating the creative team in realising their artistic aims for the production throughout the rehearsal process, whilst working with the Company Manager to ensure the effective use of allocated staff and resources in creating and running the show;
- managing the stage management department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours and training;

- having a practical understanding of WLPL's employment policies and demonstrating a willingness to comply with these policies;
- 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;
- working in accordance with WLPL'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, Producer and General 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 Company Manager;
- 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 rehearsals, show 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, 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 more specifically the timely placing of any orders for goods and equipment required by stage management as approved by WLPL;
- maintaining good relationships with hirers and suppliers;
- deputising for the Company Manager in their absence, if requested;

- such other services as are customarily provided by the Stage Manager in relation to the production of a first -class musical play and
- 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 equality, diversity and inclusion across all departments. Please note all applicants must have the right to work in the UK.**

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

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. WLPL 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.