

Job Description

Job Title	Assistant Stage Manager (Casual)
Department	Technical Services
Responsible to	Company Stage Manager
Responsible for	Trainees/Apprentices Casual/Freelance Technical Staff
Key working relationships	Artistic Director Executive Director Producer Head Of Production Technical Team Company Stage Manager Deputy Stage Manager Assistant Stage Managers Head Of Construction Creative Teams Mercury Actors/Musicians Visiting Companies Learning & Participation Team

The Mercury Theatre

The Mercury Theatre Colchester enjoys an excellent reputation for the quality of the work it produces and presents in its two auditoria and through its many community and education partnerships. We aim to cement the theatre's position as one of the main centres of artistic excellence in the East of England by building an audience for a critically acclaimed programme of drama, dance, music theatre and family theatre at the Mercury and on tour.

Born out of the Colchester Repertory Company in 1937, and relocating to its current home in 1972, the Mercury now boasts a Main Theatre (500 seats), a Studio Theatre (80 seats), full on-site workshop and wardrobe facilities, award-winning customer service, and a turnover in excess of £3.5m annually, making it both a significant local employer and a major driver of Colchester's creative economy.

Vision

Our vision is of the Mercury as a vibrant, welcoming artistic hub at the heart of the cultural life of Colchester and Essex; a place where the diverse communities of the town and its surrounding region can come together to experience exceptional live theatre and a rich programme of other performing arts; a place where anyone, regardless of background, can get involved with our creative processes and start to realise their own creative potential.

Our vision is of the Mercury as a strategically important part of the national theatre ecology and the wider creative sector, providing an important regional pipeline for creative and technical talent and contributing to the range and quality of middle-scale touring theatre, with a particular focus on drama and work for children and families.

Strategic Aims

Create outstanding theatre

- Build a reputation for the quality and innovation of our programme
- Exploit the touring and commercial potential of the work we produce

Reach a bigger and more diverse audience

- Grow and diversify the audience for our programme

Transform the way we work

- Develop a flexible, talented staff team, responsive to changing business needs
- Diversify income streams and build financial resilience
- Ensure that the Mercury infrastructure is fit for purpose
- Develop a robust approach to self-evaluation and risk-management

Context

Our Technical Services department is responsible for delivering the technical and stage management aspects of the Mercury's artistic programme, including but not limited to Made in Colchester productions, visiting performing arts companies/artists and Learning & Participation activity.

Main Duties

In conjunction with other members of the Stage Management team, the Assistant Stage Manager (Part Time) will take responsibility for:

- Providing stage management support for Made in Colchester productions/touring
- Providing stage management support for visiting companies/artists
- Providing stage management support for Learning & Participation activities
- Providing inductions/welfare support for Mercury creative teams and performers
- Providing inductions/welfare support for visiting companies/artists
- Providing rehearsal space/equipment as required
- Sourcing/constructing/maintaining props/furniture as required

Specific Responsibilities

The Assistant Stage Manager (Part Time) will be required to:

1. Work proactively as a member of the Technical Services department.
2. Work proactively with staff in other departments within the Mercury Theatre.
3. Adhere to current Mercury Theatre Health & Safety policy & procedures.
4. Assist in setting-up/servicing rehearsals.
5. Assist in sourcing/constructing/maintaining props/furniture.
6. Assist in setting-up/running shows.
7. Provide Stage Management support as required and as per an agreed rota.
8. Contribute to fit-ups, get-outs, techs as required and as per an agreed rota.
9. Contribute to touring/transfer of Made in Colchester shows as required.
10. Support the delivery of Learning & Participation activities as required.
11. Support any Trainees/Apprentices working within the Stage Management team.
12. Contribute to maintaining a clean, tidy and safe working environment.
13. Assist in providing welfare support to artists/companies working at the Mercury.
14. Update the theatre's Accommodation List.
15. Assist with other departmental administration.
16. Maintain accurate records of hours worked.
17. Attend staff, department and production meetings as required.
18. Undertake Key Holder duties as required.
19. Undertake First Aider duties as required.

General Responsibilities

The Assistant Stage Manager will also be required to:

1. Prepare and submit reports and financial information as required.
2. Maintain a working knowledge of the Mercury Theatre's wider artistic programme, including its Learning & Participation and New Work / Talent Development activities.
3. Undertake training as required.
4. Undertake any further duties as may be reasonably requested.
5. Deputise for the DSM as required (subject to enhanced pay rate).

NB. This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.

Person Specification

Personal Qualities

- Self-disciplined, organised and self-motivating.
- Ability to work as part of a flexible team, responding to instructions, contributing ideas, supporting other team members and taking a lead on projects as required.
- Adaptable and receptive to new ideas and initiatives.
- Ability to work under pressure and manage competing deadlines.
- Good organisational/housekeeping skills.
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with people at all levels.
- Creative flair.

Professional Competencies

Essential

- A relevant professional qualification to City & Guilds, GNVQ Level 4, HND or degree level or at least two years' experience working in a professional theatre environment.
- Stage Management experience.
- Excellent IT skills.
- Good research skills.
- Experience of prop construction/repair/maintenance.
- Ability to read ground plans.
- Awareness of Health & Safety legislation/responsibilities.

Desirable

- Set repair/maintenance skills
- Costume repair/maintenance skills
- Experience of leading teams
- Knowledge of Equity/MU contracts
- Full UK driving license
- First Aider Qualification

Outline Terms and Conditions

Salary: £445 per performance week; £425 per rehearsal week

Hours: 42 hours per week plus breaks (adjusted in pre-production and production weeks as per Equity Sub Rep Stage Management Agreement), across a 6 day working week, although additional hours may be necessary in order to fulfil the post's requirements for which Time Off In Lieu or additional payments will be given.

This post will require the successful candidate to work unsocial hours, including overnight and weekend calls.

Terms and conditions subject to Equity / UK Theatre Sub Rep Stage Management Agreement. (Band B)

DBS Check: Should your post have regular contact with children and/or vulnerable adults a DBS check will be required.

Pension: Colchester Mercury Theatre Ltd operates a Stakeholder Pension scheme. Full details are available from the Finance Department.

Other Benefits: Discount on food/drinks in the Mercury's bar and restaurant.
Free tickets, subject to availability and the Mercury's ticket policy.
An interest free season ticket loan.

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