

ABBAY THEATRE AMHARCLANN NA MAINISTREACH

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JOB TITLE: Stage Manager

RESPONSIBLE TO: Company Manager

The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It has two theatres; the Abbey, with a capacity of 492 seats, and the Peacock, with a capacity of 132 seats. We produce a year round programme of productions, public readings, talks, workshops and artistic development work. We produce work at home and on tour, which not only showcases Irish and international theatre but also engages with the artistic and civic life of contemporary Ireland.



PURPOSE OF JOB:

To work alongside all of the Abbey departments to create productions of the highest artistic standard while leading the Stage Management Team and driving the technical rehearsal process to deliver the highest quality Production.

JOB REQUIREMENTS AND RESPONSIBILITIES:

Duties include but are not limited to:

Management

- To line manage and lead a Stage Management (SM) team strategically, operationally and artistically.
- Record and monitor hours worked by all actors and the SM Team and input payroll information for the time management system(TMS).
- When touring with a production, to be the main point of contact between the cast and the Abbey in conjunction with the Company Manager.

Technical

- In consultation with the Production Manager, liaise with the performing Company, Creative team and Production Department to arrange calls and coordinate rehearsals.
- Responsibility for running the technical rehearsal for each production, ensuring that everything is in place as scheduled and that the technical rehearsal keeps within allotted time.
- In consultation with Props Department, source and make props for the production within the budget allocated.
- Arrange understudies rehearsals as required.
- Undertake/supervise scene changes as required.

- Be responsible for the creation and distribution of production information to all relevant teams associated with the production
- Ensure all props and furniture are available during rehearsals.
- Supervise the rehearsal mark-up.
- Fully participate in and schedule staff for any additional events, talks & development work during the run of the show, as required.
- Ensure the stage is prepared for technical rehearsals.
- Ensure that high production values are maintained on all productions throughout the run whether in the Abbey or on tour.

Health and Safety

- Adhere to the theatre's Health and Safety policy and to current legislation.
- Contribute to ensuring the safety and wellbeing of the full company and work with Production Managers to create detailed risk assessments for productions.
- Ensure that there is adequate first aid provision throughout the production process.
- Organise a health and safety walk-round on set with the acting company before the start of the first technical rehearsal.

Relationships

- Form effective and creative working relationships with Directors, Producers, Designers and other Creative team members and internal stakeholders in order to achieve the full vision and potential of each production.
- Keep the Company Manager informed of any concerns from the cast.
- Liaise with Press Department to coordinate interviews and photo calls during show rehearsal and technical periods.
- Establish and maintain an effective working relationship with the creative team and all theatre departments.

General

- Maintain office, rehearsal rooms, and any other working areas to a satisfactory standard.
- Deputise for the Company Manager as required.
- Attend all meetings as required.
- Record all show expenditure and deliver financial reports to the Production Manager for each show.
- Any other duties that are deemed reasonable and appropriate by your line manager

PERSON SPECIFICATION:

The post holder will have:

- Minimum 3-5 years' experience in a similar Stage Management role.
- An in-depth knowledge of the Stage Management process.
- Consistent track record in leading a Stage Management team.
- Excellent IT skills with a working knowledge of MS Word, MS Excel. An ability to read technical drawings is advantageous
- In-depth knowledge of and experience with theatre production processes.
- Proven ability to work well under pressure while delivering to a high standard.
- Excellent interpersonal skills both written and verbal.

TERMS AND CONDITIONS:

Post: This is a full-time permanent post with the Abbey Theatre 42 hours net per week Monday to Saturday. It is expected that when touring, there is flexibility, in particular regarding rest days, as they may fall on a different day than usual.

Rate of pay: Salary commensurate with skills and experience.

Probationary period: 6 months.

Holidays: 30 days per annum (including Good Friday and Christmas Eve) pro rata.

Public Holidays: 9 Public holidays per annum pro rata.

Pension: The Abbey Theatre provides employees with access to a *Personal Retirement savings Scheme Account* (PRSA) and will match contributions up to 5.5% of salary. Employees must contribute a minimum of 3% to avail of employer contributions. Contributions are made through payroll.

Life Assurance: The Abbey Theatre Group Life Assurance plan provides a benefit to all employees of 4 times annual salary in the event of death while in service.

Health Insurance: Employers are provided with the option to join the Abbey Theatre – VHI Group Scheme. Participant employees receive a 10% discount on any VHI plan and the subscription is deducted through payroll.

Wellbeing Programme: The Abbey Theatre has a Wellbeing programme which runs all year round.

APPLICATION PROCESS:

Please send detailed cover letter and up to date CV to:

HR Generalist, Abbey Theatre, 26 Lower Abbey Street, Dublin 1

Or alternatively can be sent by email: recruitment@abbeytheatre.ie (preferred option)

The closing date for applications is Wednesday **8 August 2018 5pm**

The Abbey Theatre is an Equal Opportunities Employer