



ASSISTANT STAGE MANAGER for *En Route*

RECRUITMENT PACK

Role: Assistant Stage Manager For *En Route* 2022

Reports to: Company Manager/ Project Coordinator, Creative Producer and Artistic Director

Working relationships: Company Manager/ Project Coordinator, Creative Producer, Artistic Director and Associate Director

Freelance Fee: £553.63 per week (including holiday pay)

Contract: Freelance contract from Monday 8 August until Monday 4 September

Location: This role is for London based assistant stage managers. The work will take place in Woolwich, Southeast London, involving indoor and outdoor working. Protein is based at Woolwich Works.

Closing date: 12pm, Wednesday 8 June 2022

ABOUT THE ROLE

REHEARSALS

- Manage production orders and act as the point of contact for production deliveries
- Provide welfare equipment including shoes, water bottles, towels for each show
- Maintain, wash, launder costumes, and order new costumes for the cast as required
- Maintain, order and refresh set pieces and props for the rehearsals and performances as needed
- Support the musicians, with setting up stands, laminated music sheets and costumes
- Liaise with Company Manager to arrange allocation of all production elements for each show
- Work with the Creative Producer to ensure all budget items are signed off in advance and invoices/payments tracked
- Supporting Access Lead across the production where required
- Liaise with the Company Manager to produce all relevant Health & Safety signage for each event

PERFORMANCES

- Provide on-site production assistance across the three performances
- Lead on props, set and shows production elements
- Manage the safe return of production orders to the chosen supplier after each show
- Manage the collection of all on site show reports, collate and share with event management team
- Any other tasks related to the production as required

POST-EVENT

- Ensure that all receipts and invoices for purchase are correctly filed and reconciled
- Ensure that all reporting documentation has been received and saved
- Attend a project team de-brief

SKILLS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Previous experience of working on mid-large-scale performance
- Understanding of various production elements, including costume and prop maintenance
- Experience of outdoor or site-specific theatre work
- Enthusiasm for working outdoors
- Able to work as part of small production team

DESIRABLE

- First Aid qualified (accreditation valid within the last 2 years)

PERSONAL ATTRIBUTES

- Commitment to diversity and inclusion
- Able to work under pressure and to tight deadlines
- Ability to establish a rapport with a wide range of individuals
- Team player who enjoys managing a small, enthusiastic team
- Passion for the arts sector and contemporary outdoor performance

HOW TO APPLY

Please send a CV and cover letter detailing skills and experience you would bring to the role to michael@proteindance.co.uk

Should you require further assistance with your application, please email protein@proteindance.co.uk or call 0330 500 2020

Closing date for applications: 10am, Weds 8 June 2022

Please contact, Michael michael@proteindance.co.uk or 0330 500 2020 if you have any queries about the position itself.