

## **JOB DESCRIPTION**

**Role / Title:** Assistant Stage Manager

**Reports to:** Senior Stage Manager

**Manages:** Other department activities, as necessary, for the running of rehearsals and performances.

**Liaises with:** Other members of the Stage Management team and all relevant departments and venues as required.

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### **Overall Purpose of the Job:**

To operate effectively as a team member by ensuring that all projects are carried out to the standards of quality, efficiency and safety laid down by the technical management. To work for both the Royal Opera and/or Royal Ballet, but working primarily with The Royal Ballet.

### **Key Accountabilities:**

1) **Documentation**

- Use a scale rule. Read and interpret accurately plans and sections. Good knowledge of mark-out procedures.
- Make up and maintain a clear and accurate wing running score, or prompt score for performance.
- Keep accurate and clear records of prop settings, performance running details or any other relevant information as may occur.

2) **Health and Safety**

- Understand and work within the relevant Health and Safety legislation and procedures, including risk assessments and accident reporting procedures.
- Be able to carry and lift items as necessary within the Health and Safety guidelines.

3) **Information Technology**

Understand and use Microsoft Windows based operating systems. Update skills for any future additional applications.

- 4) **Props, Furniture, Armoury and Wardrobe**
  - Check props, armoury and furniture are set correctly for rehearsals and performances.
  - Ensure rehearsal props, armoury and furniture are available as required.
  - Liaise with production department and team members to assist in the acquiring and upkeep of props, armoury and furniture.
  - Liaise with the wardrobe department for the use of rehearsal items and to assist in the communication of notes concerning items as they affect the production.
- 5) **Specialist activities**
  - Read a ballet music score to an acceptable level.
  - Set up and operate sound and audio visual equipment as required for rehearsals.
  - Ensure rehearsal environments are prepared as required.
  - Run wings (or other area of the stage) in rehearsal and performance as required. Cue some productions on the book. Cue a performance from a prompt corner
  - Present flowers if required during curtain calls.
  - Undertake additional responsibility as required for small scale projects.
- 6) **Team Support**
  - Co-operate and assist in day to day scheduling and planning of all activities required for the project.
  - Communicate to managers any necessary information and ensure appropriate records are maintained.
  - Maintain close liaison with all departments as required.
  - Be aware of available resources and budgetary implications.
  - Undertake training and assessment as required.
- 7) **Useful Skills**
  - To be able to provide first aid.

## **PERSON SPECIFICATION:**

### **Essential Knowledge, Skills and Experience**

#### ***Stage Management***

- Professional Stage Management experience in theatre and/or Ballet and a degree or equivalent qualification in Stage Management.
- Good music score reading and prompt book preparation skills.
- Proven project management and documentation capabilities, with proficient Microsoft Office skills.

#### ***People and Communication Skills***

- Outstanding communication skills, able to project confidence, tact and diplomacy.
- Effective team support and coordination skills; ability to work with multiple teams.
- The ability to work consistently under pressure and remain calm.
- Excellent spoken and written English.

#### ***Desirable***

- A good understanding of Ballet related skills or repertoire.
- Additional European languages an advantage.

#### ***Job Requirements***

- Awareness of Health and Safety principles and practice; willingness to develop these skills and knowledge.
- Flexibility to work varied hours including scheduled performances (including evenings, weekends, and bank holidays) and to work on tour as required.

**Note:** *This job description reflects the current situation. It does not preclude change or development that might be required in the future.*

