



ROYAL  
OPERA  
HOUSE

## **JOB DESCRIPTION**

**Title:** Assistant Stage Manager

**Reports to:** Senior Stage Managers

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

Working to the priorities set by the Senior Stage Managers.

To participate in the day to day running operations, ensuring that all rehearsals and performances are carried out to the highest possible standard of safety, efficiency, and quality. To work for both The Royal Opera and/or The Royal Ballet if required, but with a bias to work primarily for one of the Companies, as appointed.

### **Main Responsibilities:**

#### *Day to day operations*

- 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 and or any other relevant information that may occur.
- Ensure rehearsal props armoury, furniture and costumes are available as required.
- Liaise with production departments and team members to assist in the acquiring and upkeep of props, armoury and furniture.
- Ensure rehearsal spaces are set up as required.
- Check props, armoury and furniture are set correctly for rehearsals and performances.
- Set up and operate sound and associated equipment if required for rehearsals.
- Assist in day to day scheduling and planning of all activities required for the project.
- Run wings (or other areas of the stage) in rehearsal and performance
- Undertake any and all stage management duties if required including DSM, cueing performances from the book.
- To tour in the UK and overseas if required, or visit other theatres or venues, representing the ROH to the highest standards of courtesy and professionalism at all times.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others

- Promote a positive approach to Health & Safety and safe working practices at all times.
- Assist in creating risk assessments and method statements and follow existing and approved risk assessments and method statements.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, which may include but is not limited to First Aid and Manual Handling.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Communication and Relationships*

- Act with discretion, tact and diplomacy in all dealings with the Companies and artists.
- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.
- Support a culture of information sharing, collaborative working and team working.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

#### *Deliverables*

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

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

### **PERSON SPECIFICATION:**

#### *Skills and Experience*

- Professional stage management experience in theatre and/or ballet, and/or opera, a degree in Stage Management or equivalent qualification an advantage.
- An ability to project confidence and exercise tact and diplomacy in relationships with creative teams and artists.
- Good score reading ability and some experience of prompt book preparation.

- Able to read and interpret technical drawings accurately with experience in mark out procedures.
- A good understanding of opera or ballet repertoire, knowledge of ROH repertoire an advantage.
- Excellent MS Microsoft Office skills.
- Additional European languages are an advantage.

### *People Skills*

- Strong written and verbal communication skills.
- Team player with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Willingness to learn new skills and help train others.

### *Job Requirements*

- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Flexibility to work varied hours including travel and work at other locations on ROH business if required.
- Able to undertake training.

