



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

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| Title: | Stage Manager - Opera |
| Reports to: | Senior Stage Manager - Opera |
| Manages: | No direct line reports, but responsible for production delivery with Deputy and Assistant Stage Managers |

Overall Purpose of the Job:

Working to the priorities set by the Opera Senior Stage Manager.

To assist the Senior Stage Manager in effectively running and leading the Opera Stage Management team. To be responsible for ensuring the smooth running of opera rehearsals and performances in conjunction with other stage management members and all relevant departments. To ensure that all activities are carried out to the highest possible standard of safety, efficiency, and quality. Be aware of and work to available resources and budgetary implications. To provide effective leadership and management of staff.

Main Responsibilities:

Day to day operations

- Assist the Opera Senior Stage Manager and Stage Manager in the stage management of opera productions, ensuring the smooth running of rehearsals and performances with the highest production standards. Ensure these standards are upheld throughout the run of performances.
- Ensure rehearsal and performance spaces are set up as required and that props, armoury and furniture are set correctly for rehearsals and performances.
- Set up and operate sound and associated equipment if required for rehearsals.
- Offer positive contributions to the production process, offering advice on technical feasibility to facilitate the highest standards of production.
- In collaboration with the production manager, organise production meetings and notes sessions during the rehearsal periods in the rehearsal room and on stage.
- Create and update technical plots in co-operation with relevant departments. Ensure documentation is accessible to all relevant departments.
- Write, review, distribute and maintain documentation, including: rehearsal notes; running plots and running times; show reports; risk assessments and other relevant files.
- Maintain accurate and clear records of performance running details, show reports or any other information as may occur. Distribute as required.
- Attend all relevant meetings as required with the Opera Department, creative teams, music staff and technical staff.

- Assist in the transfer of information concerning productions being hired out and liaise with incoming companies, including reconnaissance visits to research incoming productions.
- Assist the Opera Senior Stage Manager in the recruitment of DSMs and ASMs including those on short term contracts.
- Act or deputise for the Senior Stage Manager if required.
- Act as DSM or ASM in rehearsal or performance if required.
- 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 in the SM team and performers in the production.
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- 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, Manual Handling and IOSH.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Oversee a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

Finance

- An understanding of the budgetary constraints to maximise resources and minimise expenditure and informing senior managers promptly with budgetary concerns.

Communication and Relationships

- Act with discretion, tact and diplomacy in all dealings with the Companies, creatives and artists.
- Engage confidently with colleagues and manage expectations at each stage of the process.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Assist in building a strong, supportive, effective working 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 at all times.
- 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 and Costume, the Performing Companies and the wider organisation.

Leadership

- Supervise staff attendance, conduct, performance, holiday and other absences, reporting any concerns promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

- Openly encourage and recognise the contribution of others and give constructive feedback on a regular basis.
- Develop an effective team through effective induction and development and performance management.
- Ensure that working practices are in accordance with ROH policies and procedures.
- Maintain the highest level of health and safety management and practically support the training of staff.
- Contribute to negotiations and consultations with the Trade Unions

Continuous Improvement

- Keep in touch with emerging technologies and best practice as relevant to the role, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role and 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.
- Effective resource management and budget management.
- Effective management of direct reports with strong and positive morale.
- 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

- Substantial opera stage management experience in a major producing theatre, preferably with experience in a repertory house.
- An ability to project confidence and exercise tact and diplomacy in relationships with creative teams and artists.
- Demonstrable understanding of Health and Safety legislation relevant to theatre and able to undertake accurate and suitable risk assessments.
- Excellent orchestral score reading ability.
- Excellent MS Microsoft Office skills.
- Able to read and accurately interpret technical drawings. Excellent knowledge of mark out procedures.
- Additional European languages are an advantage

Project Management

- Proven experience of managing teams and projects with consistent high production standards.
- Consistent performance under pressure and effective troubleshooting and problem-solving ability.
- Ability to work effectively within given resources using effective planning skills.
- Ability to demonstrate effective budget management.

People Skills

- Calm, positive leadership style, leading by example.
- Strong relationship management skills and clear communicator with a proactive approach to communication and good written communication skills.
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach.
- Self-motivated with the ability to multi-task and prioritise.

- Strong team leadership ethic with a collaborative approach to working.

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 evenings, weekends and Bank Holidays and including travel and work at other locations on ROH business if required.
- Able to undertake training.

