



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Title:	Stage Manager - Ballet
Reports to:	Senior Stage Manager - Ballet
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 Senior Stage Managers.

To assist the Senior Stage Managers in effectively running and leading the Ballet Stage Management team. To be responsible for ensuring the smooth running of ballet 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 Senior Stage Manager in the stage management of all ballet productions, ensuring the smooth running of rehearsals and performances with the highest production standards.
- Write, review, distribute and maintain all relevant documentation, including: show reports; running times; performance numbers; risk assessments; running plots and other relevant files.
- Offer positive contributions to the production process, offering advice on technical feasibility to facilitate the highest standards of production.
- Maintain accurate and clear records of performance running details, show reports or any other information as may occur. Distribute as required.
- Create and update relevant technical plots in co-operation with relevant departments.
- 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.
- Attend all relevant meetings as required with 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.
- 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.
- 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 and Manual Handling.
- 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

- Manage all allocated budgets, understanding budgetary constraints to maximise resources and minimise expenditure, and informing senior managers promptly with budgetary concerns.
- Adhere to ROH procurement policies, demonstrating transparency and honesty in all financial matters, ensuring procurement options are researched thoroughly with attention paid to cost effectiveness at all times.
- Follow departmental and ROH reporting procedures, presenting financial updates in a timely and accurate 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.
- Create an environment of positive and engaged communication and information sharing with all production teams.
- Engage confidently with colleagues and manage expectations at each stage of the process.

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 Trades Unions.

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.
- 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 ballet 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.
- Excellent orchestral score reading ability
- Demonstrable understanding of Health and Safety legislation relevant to theatre and able to undertake accurate and suitable risk assessments.
- 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

- Positive leadership style, leading by example
- Strong relationship management skills and clear communicator with a proactive approach to communication
- Able to manage conflict and seek resolution, demonstrating a professional and positive approach
- Self-motivation and good written communication skills
- Collaborative approach to working
- A strong team leadership ethic

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.

