



JOB DESCRIPTION

Title: Deputy Stage Manager – Ballet

Reports to: Senior Stage Manager - Ballet

Overall Purpose of the Job:

Working to the priorities set by the Senior Stage Managers.

Under the line management of the Senior Stage Managers to be responsible for the smooth running of all rehearsals and performances, ensuring that all activities 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

- Ensure the smooth running of rehearsals and communicate all information from rehearsals to the relevant departments and individuals.
- Ensure the smooth running of performances, specifically cueing shows from prompt corner.
- Undertake any and all stage management duties if required, including ASM.
- Assist in day-to-day scheduling and planning.
- Make up and maintain a clear and accurate prompt book or wing running score as required.
- Assist in assessment of productions in terms of technical feasibility.
- 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.
- Act or deputise for the Senior Stage Manager as required.
- To tour in the UK and overseas if required, or visit other theatres or venues, representing the RBO 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, including but not limited to First Aid and Manual Handling.
- Ensure that any near miss, incident or accident is reported in accordance with RBO 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 and Costume, the Performing Companies and the wider organisation.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

Deliverables

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and RBO 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 track record of professional ballet stage management, including as a DSM in a major producing theatre.
- An ability to project confidence and exercise tact and diplomacy in relationships with creative teams and artists.
- Good understanding of ballet repertoire, knowledge of RBO repertoire an advantage.
- Excellent orchestral score reading ability
- Good prompt book preparation skills, specifically using a score.
- 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

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 RBO business if required.

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- The ability to assimilate new information, and develop new skills or hone existing skills, to be able to deliver work to a high standard
- Commitment to managing own learning and continuous development relevant to the role
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.
- Commitment to understanding and upholding the charitable aims of the Royal Ballet and Opera – securing the future of ballet, opera and music, ensuring broad access to the artforms and reaching communities via our learning and participation programmes.

