

JOB DESCRIPTION



Job Title	Assistant Stage Manager
Department	Production
Reporting To	Stage Manager (Line Manager) Deputy Stage Manager (Supervisor)
Main Purpose	To work with the Stage Management team and in conjunction with the production department, provide practical and organisational assistance to the director, actors, designers and technical teams throughout productions

Main Duties include

- Assisting with the smooth running of rehearsals, including marking up, maintenance and the organisation of the rehearsal spaces
- Working with the Stage Management team(s) to manage props and furniture; sourcing, maintaining, storing and moving, including ensuring availability throughout the rehearsal and production process
- Maintaining the props store and ensuring the accurate recording of props/furniture stock and loans
- Working on stage during performances, technical and dress rehearsals, co-ordinating stage crew and moving props and scenery as needed
- Participating or assisting in all Sheffield Theatres' productions, projects, events, and any additional events associated with shows as required
- Where possible, learning to cue the show in the absence of the Deputy Stage Manager
- Providing guidance to freelance stage management, including maintaining an ASM guide and informing them of the organisations policies and procedures, such as Health & Safety
- Complete duties required as an Assistant Stage Manager as and when required while on tour

General

- Driving change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity
- Being accountable for the safety of yourself and others by working safely and in accordance with our Health & Safety legislation and Safeguarding Policies
- Creating a positive working environment, underpinned by the organisation's values
- Assisting our work in developing audiences, improving our digital practice and growing fundraising income for the theatre
- Ensuring we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR)
- Contributing to the sustainability of the organisation in line with Sheffield Theatres' environmental conditions
- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post
- Undertaking relevant training and development as required

PERSON SPECIFICATION

- Experience of stage management work including demonstrative experience in the delivery of productions at the highest artistic and technical level
- Creative flair in prop making
- Knowledge of health and safety laws and evidence of working with them in practice
- An interest in and enthusiasm for the arts
- Excellent written and verbal communication skills including a good standard of spoken and written English
- Good IT skills with a working knowledge of Microsoft Office 365, including Teams, Word, Excel and Outlook
- Ability to organise and prioritise, work well under pressure and adapt to new situations, with accuracy and attention to detail and meet non-negotiable deadlines
- An approachable and diplomatic communicator with those at all levels
- Previous experience of working in a producing theatre
- Full UK driving licence