

POSITION AVAILABLE: Stage Manager – *Great Expectations*

The Heritage Arts Company and Crowley & Co. are looking for an all-round stage manager to join the team for our production of *Great Expectations* at the Old Red Lion Theatre Pub, Islington. You can read more about the production at www.heritagearts.co.uk/project/great-expectations.

We're looking for someone to take responsibility for one week of rehearsal (starting 6th December), tech rehearsal management and show operation throughout the four-week run of the show (12th December – 6th January). The ideal candidate will be friendly, creative and collaborative, and will be taking on the following responsibilities:

In rehearsal:

- A pastoral role, looking after the welfare of the cast and keeping an eye on energy (reminding Director of break periods, making sure tea and coffee are well stocked... etc. etc.)
- Taking rehearsal notes to assist the Director with anything that needs remembering.
- Arriving ahead of the cast to open up room, mark out the performance space.
- Keep a well-annotated copy of the script in order to create 'the book' for operating the show.
- Prompt actors for their lines.
- Working with the Designer and Director to source appropriate props for the show.
- Making sure the venue is locked and is tidy at the end of the day.
- Liaise with actors for their call times.

In Get In / tech rehearsal:

- On the ground during the get in, working alongside the designer and build team to install the set and technical elements
- Take overall responsibility for the tech rehearsal running time, facilitating the needs of the actors, director and technical teams and working with the above to create a realistic working schedule.

During the run:

- Continuing the pastoral role for welfare of cast
- Liaise with actors for their call time.
- Arrive to set the props and costume ahead of the half.
- Operate the show's light and sound cues on up to 7 shows a week, according to the schedule.
- If there are two shows in one day, to execute a rapid turnaround between shows.
- Producing a daily show report and circulating to the production team.
- Running Laundry once a week for the costumes
- Taking responsibility for petty cash

Dates

- Rehearsal = 6th – 9th December
- Get In / Tech Rehearsal = 10th/11th December
- Dress Rehearsal = Morning 12th December
- Performance Weeks = 12th December – 6th January

**Fee**

The Stage Manager will be paid £250 for the rehearsal week and £290 for the subsequent four performance weeks. This is a fixed term, freelance contract.

To Apply

Please send your CV and a covering letter to jobs@heritagearts.co.uk.

Deadline: 6pm Sunday 3rd November 2017