

Stage Manager Job Description

Responsibilities

- Liaise with all theatre departments and collate information
- Collaborate with the Production Manager regarding budgets
- Supervise the set, lighting, and sound installation
- Create a prompt script compiled with notes on actors' cues and requirements for props, lighting, and sound
- Make alterations to the set and props between scene changes
- Cue the Lighting and Sound Technicians
- Create a risk assessment to ensure the safety of the full company
- Write up Show Reports after each performance and distribute to production and creative team
- Write up rehearsal notes and distribute to cast, production and creative teams
- Along with the Production Manager and Technical Manager manage the get-ins and get-outs of production
- In the absence of the Director manage a line run rehearsal with the cast
- Work with actors, creative and production staff to ensure each show is produced to the highest quality possible
- Purchase props where necessary
- Write up and distribute rehearsal schedule
- Write up and distribute call sheets
- Managing each performance, ensuring the performers have warm-up time, the stage is set before opening the house and giving appropriate backstage and FOH calls
- Responsible for Company Laundry after shows

Requirements and skills

- Proven work experience as a Stage Manager or similar role
- Computer skills and understanding of current technology
- Ability to work under pressure
- A sharp eye for detail
- Relevant training and/or certifications as a Stage Manager
- Van driver (not essential but preferable)

K N I G H T S
T H E A T R E

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