

COMPANY STAGE MANAGER APPLICATION PACK SMALL SCALE TOUR 2021

Everyone knows that Stage Managers make the world go round. They are the all-knowing, indefatigable, unflappable superheroes without a cape that make everything feel alright.

We're on the lookout for a friendly and dedicated Company Stage Manager on the book to go on tour with a new production we're taking out on the road in 2021. Could it be you?

ABOUT PAINES PLOUGH

Paines Plough is the UK's national theatre of new plays championing, developing and nurturing exceptional new writing and connecting with people and communities across the UK. Whether you're in Swansea or Sheffield, Glasgow or Gloucester, you can experience a Paines Plough production.

"The lifeblood of the UK's theatre ecosystem." The Guardian

Paines Plough was formed in 1974 over a pint of Paines Bitter in the Plough pub. Since then we've produced more than 200 new productions by world renowned playwrights including James Graham, Stephen Jeffreys, Abi Morgan, Sarah Kane, Zia Ahmed, Dennis Kelly, Mike Bartlett and Kate Tempest. We've toured these plays to hundreds of places from Brisbane to Bristol to Belfast. In August 2019, Charlotte Bennett and Katie Posner became Paines Plough's new Artistic Directors.

"That notable company Paines Plough, de facto national theatre of new writing." The Daily Telegraph

Each year nearly 30,000 people see a Paines Plough show or take part in one of our events and activities. We take our work to theatres across the UK, village halls, music festivals, student unions, and tour with our own pop-up theatre ROUNDABOUT.

Our small-scale work tours to over 30 locations nationally, while ROUNDABOUT hosts a jam-packed Edinburgh Fringe Festival programme before heading on a nationwide tour where it brings mini festivals to communities. We are committed to growing our mid-scale work and using this to evolve the British theatre canon so it becomes truly inclusive and representative of our society.

We also publish plays online on our smartphone app COME TO WHERE I'M FROM, available free on iOS and Android. It features over 150 short audio plays from Olivier Award winners to first time writers, and this year created a digital spin-off series COME TO WHERE I AM broadcast on YouTube, written and performed by writers on their experiences of home, Check them out!

"I think some theatre just saved my life." @kate_clement on Twitter

Company Structure

Joint Artistic Directors and CEOs
Executive Producer
Producer
Finance and Administration Manager
Technical Director
Associate Producer
Marketing and Audience Development Manager
Administrator
Literary and Production Assistant
Marketing Assistant
The Big Room Playwright Fellow
The Big Room Playwright Bursary recipient
Trainee Director

Charlotte Bennett and Katie Posner
Holly Gladwell
Matt Maltby
Svetlana Karadimova
Colin Everitt
Christabel Holmes
Jo Langdon
Daniella Finch
Phillippe Cato
Adam Poland
Vickie Donoghue
Ric Renton
Kaleya Baxe

Board of Directors

Ankur Bahl
Corey Campbell
Kim Grant (Chair)
Asma Hussain
Tarek Iskander
Matthew Littleford
Sarah Mansell
Christopher Millard
Cindy Polemis
Carolyn Saunders
Wojtek Trzcinski
Laura Wade

ABOUT THE PLAY

A Paines Plough, Soho Theatre and Deafinitely Theatre production
SESSIONS by Ifeyinwa Frederick

'I like sex. Think I love football more. Sometimes I cry during it, as we know. The sex, not the football.'

Tunde's 30th birthday is fast approaching. He's not where he thought he'd be. And he's not who he's supposed to be, at least according to his dad. You see, the Adeyemi men don't cry. But Tunde does.

Interrogating the challenge of accepting our own vulnerabilities, SESSIONS by Ifeyinwa Frederick is a raw, funny, bittersweet deep-dive into the complexities of masculinity, depression and therapy.

SESSIONS will be performed in spoken English and British Sign Language.

DATES

London Rehearsals:	18 January – 13 February 2021
London Tech and Previews:	w/c 15 February 2021
London run:	22 February – 20 March 2021
Small-scale regional tour:	22 March – 08 May 2021

Due to changing circumstance regarding COVID-19 restrictions, these dates may be subject to change to the following:

London Rehearsals:	22 February – 20 March 2021
London Tech and Previews:	w/c 22 March 2021
Small-scale regional tour:	29 March – 08 May 2021
London run:	10 May – 05 June 2021

Please apply only if you are currently available for both sets of dates. Final production dates will be confirmed at interview stage.

JOB PURPOSE

To support the Director and manage the SESSIONS company during rehearsals and on tour ensuring the efficient running of the rehearsal room and production in tech and performance, and the well-being of the company. To manage and carry out the fit up and strike at each venue and to call and operate all performances on the SESSIONS tour. **You must be able to drive a van.**

FEE

Paines Plough is an ITC Member and the Company Stage Manager will be engaged in line with ITC Ethical Manager standards and rates of pay. This opportunity is offered on a freelance basis. The successful candidate will be responsible for their own income tax and national insurance

contributions. Pension contributions to the Equity Pension Scheme are offered on an opt-in basis.

KEY RESPONSIBILITIES (including but not limited to):

- To support and manage the company during rehearsals, production and on tour.
- To source and buy any props and costume for the productions as requested by the Director within the budgets and parameters agreed with the Producer.
- To strictly monitor and adhere to the weekly schedules as provided by the Producer.
- To ensure that all set, costume and props are kept in a tidy, clean and orderly manner and to replace any consumable items within the budgets and parameters agreed with the Producer.
- To drive a van on tour.
- To manage all the fit up and strike at each venue.
- To ensure that all working and public areas are kept tidy and clear of waste material and that equipment is maintained to a safe and proper standard.
- To ensure that all work undertaken on the set, props and furniture etc. is completed to the high standards agreed with the Producer.
- To cover the running and/or operating of the production whilst on the road.
- To liaise and co-operate with all other departments and individuals within Paines Plough.
- To act as a credible ambassador for the company at all times.
- To adhere to the Health and Safety Policy of the company, undertaking such duties as are required, and ensuring that reasonable care is taken to ensure a healthy and safe working environment including compliance with COVID-19 safety measures.
- To undertake any other appropriate duties which may be allocated by the Producer.
- To be in attendance at post-show discussions, press/photo calls and interviews for the Insights programme as notified.
- To deliver rehearsal and show reports for the production to producers and the creative team in a timely manner.

PERSON SPECIFICATION

Essential:

- Previous experience of the role, preferably within a similar-sized production company or venue.
- Previous experience of working with and supporting creative teams.
- Ability to drive and hold a clean full UK Driving License. You will be required to drive a short or long wheel-base crew cab van.
- Demonstrable ability to perform the duties listed above.
- Ability to remain calm under pressure.
- Highly organised, with an ability to prioritise and multi-task.
- Ability to be creative and resourceful in problem solving.
- Excellent communication skills.
- Proven experience managing allocated budgets.
- A working knowledge of the ITC/Equity Subsidised Repertory Agreements.
- Awareness and experience of health and safety legislation and practice.

- Experience of and ability to operate QLab and creating QLab files.
- Experience of relighting and ETC Nomad programming skills
- A good level of technical experience including re-lighting.
- Ability to carry out the physical demands of the job.
- Good team player.

Desirable:

- First Aid trained.
- British Sign Language proficiency level 4-6, and/or prior experience of working with D/deaf performers.

Paines Plough strives to be an equal opportunities employer and we are committed to working towards a more diverse and inclusive theatre industry. We welcome and encourage applications from people from all backgrounds and walks of life, particularly those that are currently under-represented within our team.

HOW TO APPLY

All applications must be made through this [online form](#). You will be asked to upload a copy of your CV and a cover letter detailing your relevant experience in reference to the job description.

The deadline for applications is **10am Monday 02 November 2020**
Interviews will take place online from **w/c 02 November 2020**

GUIDANCE NOTES

Informal Conversation

If you would like an informal conversation ahead of applying then please contact Christabel Holmes, Associate Producer, on christabel@painesplough.com

Shortlisting and Interviews

When shortlisting we are looking at how closely your application meets the criteria set out in the person specification. We will reply to all candidates via email within two weeks of the deadline for applications, regardless of whether you have been shortlisted or not.