

JOB DESCRIPTION

COMPANY STAGE MANAGER on book

UK ROUNDABOUT TOUR 2019

Reporting to: Director and Producer

Principal

Working

Relationships: Director, Producer, Roundabout Technical Stage Managers, Paines Plough, Theatr Clwyd, Technical Director, Assistant Producer, Production Assistant, Roundabout Tour Venue FOH teams.

Dates:	London, Rehearsals:	07 May – 21 June
	Theatr Clwyd:	22 June – 21 July
	Edinburgh Festival:	28 July – 26 August
	UK Tour:	02 September – 06 October
	London:	07 – 27 October with possible extension to 10 November

About ROUNDABOUT:

“A beautifully designed masterpiece in engineering...a significant breakthrough in theatre technology.” Theatre Building of the Year 2015 -The Stage Awards

The world's first pop-up, plug-and-play theatre.

ROUNDABOUT is Paines Plough's pop-up in-the-round theatre. It offers a unique 360 degree theatre experience with 168 -seats wrapped around the stage, state -of-the- art LED lighting and surround sound. ROUNDABOUT flat packs into a lorry and pops-up across the UK bringing the nation's best playwrights and a thrilling atmosphere to audiences everywhere.

We built ROUNDABOUT because we're passionate about new plays and we want as many people as possible to be able to see them. Many places in the country don't have theatres. Now we can take a theatre to them.

Since its launch in 2014, ROUNDABOUT has toured the length and breadth of the UK from Brighton Festival to Edinburgh Festival fringe, to London's Southbank Centre to the hills of North Wales.

In 2019 we received three-years funding from the Arts Council where we will host three brand new plays co-produced by Paines Plough and Theatr Clwyd. Premiering at Theatr Clwyd before heading out to the Edinburgh Festival and then on a five week UK tour funded by Art Council England where we will present a mini festival every weekend between September-October in Salford, Ramsgate, Doncaster, Poole and Lincoln followed by a 3-5 week run in London.

In it we present a rep of three brand new Paines Plough plays, one specifically for young people, performed by a company of three actors. And in partnership with our hosts we

programme a wider festival of local theatre, music, comedy and a range of activities in the space.

The aim is to use the ROUNDABOUT space as a resource for local communities to engage with its possibilities, with the ultimate aim to increase footfall from a wider audience and encourage theatre going.

Now in 2019, we're preparing for another epic tour and we'd love you to join.

Job Purpose:

1. To support the Director and manage the ROUNDABOUT company during rehearsals and on tour ensuring the efficient running of the rehearsal room and productions in tech and performance and the wellbeing of the company.
 2. To operate all Paines Plough shows
 3. To support the Producer and with the Technical Stage Managers act as joint venue manager for ROUNDABOUT on tour, ensuring that a safe, tidy and welcoming environment is provided for all audiences.
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Rehearsals Key Responsibilities (including but not limited to):

The Company Stage Manager on book is engaged to perform Stage Management duties on the production, including but not limited to:

COMPANY

- To support and manage the ROUNDABOUT company during rehearsals, production, in Edinburgh and on tour.
- To send out weekly and daily calls and rehearsal and tour schedules as appropriate.

PRODUCTIONS

- Operate of all three Paines Plough productions within the ROUNDABOUT as per weekly touring schedule drawn up by the Production Manager & Producer and as mutually agreed.
- In conjunction and liaison with the Technical Stage Managers, to complete any day to day maintenance that may be required of the set, props, furniture and dressing for the productions according to the Director's and Designer's requirements and within budgets and parameters agreed with Producer.
- In conjunction and liaison with the Technical Stage Managers, to ensure that all work undertaken on the set, props and furniture etc. is completed to the high standards agreed with the Producer.
- To deliver rehearsal and show reports for all ROUNDABOUT productions to Paines Plough staff, co-producers and the creative team.

ON TOUR

- As directed by the Producer and in conjunction with the Technical Stage Managers take responsibility for the ROUNDABOUT site whilst on the road including maintenance and site dressing.
- To take joint responsibility with the Technical Stage Managers on all aspects of the ROUNDABOUT Auditorium whilst on the road.
- To be responsible for the set-up of the company dressing room whilst on the road.
- To strictly monitor and adhere to the weekly schedules as provided by the Producer.
- To be jointly responsible with the TSM's for the daily power-up and power-down of the ROUNDABOUT.
- With the Producer, be the first point of contact for the venue FOH and brief FOH staff at each tour venue (not Edinburgh) and in conjunction with the Technical Stage Managers liaise day to day with the FOH at each tour venue to ensure the smooth running of the shows and ROUNDABOUT auditorium.
- In conjunction with the TSM's 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 liaise with visiting companies, if required by the Producer
- In conjunction with the TSM's 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 be responsible for company Marquee setup up and pack up.
- To be responsible for ROUNDABOUT seating, washing of seat covers and cleaning of seat backs.

SCHEDULES

- To strictly monitor and adhere to the weekly schedules as provided by the Producer.
- With the Director and Assistant Director manage the rehearsal schedule.
- With the Director and Producer manage the schedule and running of technical rehearsals.

BUDGET

- To manage the petty cash budget within the parameters set by the Producer.

EDINBURGH

- Cover the running/operate of additional Paines Plough productions in ROUNDABOUT in Edinburgh in the event of Stage Management absence.

GENERAL

- 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.
- To undertake any other appropriate duties which the Producer may allocate.

Be in attendance at post-show discussions, press/photo calls and interviews for the Insights programme as notified

Person Specification

This is an ideal role for someone who is passionate about new plays and looking to gain experience in a senior, multifaceted Stage Management role. The ROUNDABOUT CSM on book will work across multiple departments with core staff, the creative team, FOH personnel, ROUNDABOUT's Technical Stage Managers and venue technical teams whilst developing venue management skills in tandem. The role will play a crucial part in the smooth delivery of ROUNDABOUT with the CSM on book working at the heart of Paines Plough.

Essential:

- A passion for theatre and in particular, new-writing
- Previous experience of the role, preferably within a similar-sized venue or production company
- Demonstrable ability to perform the duties listed above
- An organised yet flexible approach and calm under pressure
- Dedicated and committed with excellent focus and organisational skills
- Ability to be creative and resourceful in problem solving
- Proven ability to work within 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
- Good team player

Desirable:

- First Aid trained

Salary and Subsistence

Rehearsals in London: £483 p/w

Clwyd, Edinburgh and on tour: £600 p/w

Relocation allowance at Theatr Clwyd: £102.50p/w

Per Diem in Edinburgh: £20p/d, plus accommodation

Subsistence on tour: £304.50p/w
