



INFORMATION FOR APPLICANTS: COMPANY STAGE MANAGER

December 2023

Dear Applicant

Please find attached an application pack for the position of Company Stage Manager at Sherman Theatre. Many thanks for your interest in this role.

This is a key role within the organisation, central to helping us to deliver on our ambition to create and present theatre which excites audiences in Cardiff and beyond, and simply put, ensures our activities are great, not good.

At Sherman Theatre, we imagine a world made more equitable, more compassionate, more unified by the power of theatre. We are driven to achieve this vision every day. We do this by creating and curating shared live theatre experiences that inspire people from all backgrounds across South Wales to make a better world, in their own way. We believe that access to creativity and self-expression is a right and we constantly strive to ensure everyone has the opportunity to be enriched by the art of theatre.

Our focus on the development and production of new writing and on nurturing Welsh and Wales-based artists makes us the engine room of Welsh theatre. We tell Welsh stories with global resonance through our Made at Sherman productions, created under our roof right here in the heart of Cardiff. We're a place for everyone, generating opportunities for the citizens of South Wales to connect with theatre through inspiring and visionary engagement.

Over recent years we have gone from strength to strength with national awards recognition, critical acclaim for our work and increasing audiences. We used the time afforded us during the pandemic to improve our building, our systems and our infrastructure and we are now looking for new members to join the team across a number of roles.

As our 50th anniversary year continues, engaging with our audiences and our communities remains at the heart of everything we do and this role is crucial to ensuring that the organisation runs as smoothly as possible to enable that.



We want Sherman Theatre to be accessible to all and so it's hugely important to us that our team at the theatre reflects the communities we serve across the city and beyond. We therefore particularly welcome applicants from diverse ethnic communities and Deaf and disabled communities who are currently underrepresented within our team.

To apply for the post, please download the application form, cover sheet and equal opportunities monitoring form from our website: www.shermantheatre.co.uk/jobs and send them to us at recruitment@shermantheatre.co.uk. Please note that, in line with our environmental policy, we are only handling applications electronically. The closing date is **noon on Thursday 04 January 2024**. We'll confirm receipt of your application by email.

We hope to hold interviews on **Tuesday 09 January 2024**. Please let us know, on the application cover sheet, whether you would be available for interview on that date so that we can be aware, in plenty of time, if we may need to make alternative arrangements for any short-listed candidates.

If you need more information or support before you apply, or to discuss any reasonable adjustments or access considerations to allow you to participate fully in the interview process, please contact us at recruitment@shermantheatre.co.uk

Thank you for your time in respect of this application – and we really do look forward to hearing from you, and exploring how your skills, experiences and passion will make a real difference to our work.

Good luck with your application

Yours faithfully

Julia Barry
Executive Director
Sherman Theatre



JOB DESCRIPTION: COMPANY STAGE MANAGER

Rate of Pay:	£28,782 per annum
Term:	The post is offered as a full time, permanent position, subject to successful completion of a 6 month probationary period.
Hours:	43 hrs per week including evenings and weekends. (This includes overtime buyout payment.)
Period of Notice:	1 month with extra weeks accumulating with years of service (The notice period during the probationary period is 1 week).
Pension:	Sherman Theatre operates a qualifying workplace pension scheme.
Right to work:	The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.
References:	Offers of employment are subject to the receipt of references that are satisfactory to Sherman Theatre.
Relocation:	The post-holder will be expected to live within commutable distance of the theatre.
Start date:	January 2024.

Non-Contractual Benefits

We encourage all staff to see as many shows as possible and to be involved at all stages of the production process for Sherman theatre productions. Every staff member is invited to attend Press Night for Sherman Theatre productions, along with complimentary tickets to most shows.

We also offer a staff discount in the Café Bar to all staff members.



JOB DESCRIPTION: COMPANY STAGE MANAGER

JOB TITLE: Company Stage Manager

REPORTING TO: Head of Production & Planning

RESPONSIBLE FOR: Freelance Stage Management,

KEY RELATIONSHIPS: Artistic Director, Executive Director, Freelance Creative Teams, Acting Companies, Workshop Manager, Technical Manager, Senior Technician, Technician, Freelance Production Department, Visiting Companies, Touring Venues, Co-producing Partners.

MAIN PURPOSE OF THE ROLE:

Sherman Theatre, Cardiff, seeks a new Company Stage Manager to lead the stage management teams for all its productions. The role encompasses a wide range of duties and the person appointed will need to be motivated and enthusiastic with excellent communication skills.

The Company Stage Manager (CSM), is responsible for the welfare of the acting companies and provides wider support across all departments at the Sherman Theatre. Together with the Head of Production and Planning, the CSM is responsible for the smooth running of the theatre's programme of productions. The CSM plays a key role within the company in developing and maintaining standards within the organisation.

SCOPE:

The Company Stage Manager has lead responsibility for Stage Management and will work closely with the Head of Production & Planning and other Production Department Managers to ensure the smooth delivery of productions on stage.

RESPONSIBILITIES AND DUTIES:

- Provide Stage Management support for all Sherman Theatre Productions including Youth Theatre and all Creative Engagement output.
- Oversee the delivery of stage management services for all Sherman productions including the daily setting up and smooth running of rehearsals and performances.
- Take responsibility for the management of the theatre's rehearsal spaces and ensure that they are well prepared and safe environments.
- Source and book additional rehearsal space if required.
- Oversee the effective and efficient organisation of Company calls under the relevant union agreement.

- Maintain order and discipline within the acting company and stage management in accordance with the relevant union agreements.
- Manage petty cash, credit card transactions, purchase orders, and all other financial transactions within the Stage Management Department.
- Take responsibility for managing agreed budgets under your control for productions and maintenance.
- Monitor and control overtime as required and take responsibility for the processing of timesheets for the acting company and stage management.
- Liaise with the Marketing Department to organise press calls and other marketing related activity with company members.
- Liaise with Wardrobe Department to organise wardrobe calls and fittings.
- Liaise with the Head of Production and Planning on the creation and distribution of the production schedule for all Sherman Theatre productions.
- To be present for all technical and dress rehearsals and previews and press night as required.
- Oversee maintenance of current productions (i.e. any repairs or maintenance to props, furniture or set dressing) when required.
- Undertake Stage Management work for all Sherman Theatre tours as required.
- Liaise in advance with visiting companies to establish their technical requirements and staffing levels, ensuring that Heads of Departments are kept fully informed.
- Undertake get ins, fit ups and get outs for visiting programme as required.
- Undertake show calls for visiting programme including Flying, Stage Cover, LX / Sound operation as required.
- By agreement with the Head of Production and Planning to have the opportunity to production manage Creative Engagement/ youth theatre output
- Together with the Head of Production and Planning, manage a well-organised, clean efficient and safe working environment in those areas used by stage management and company members.
- Ensure all work undertaken by the Stage Management Department complies with Sherman Theatre Health & Safety policy and practices and with current Health and Safety Legislation.
- To play an active role in the life of the Sherman Theatre and to work across departments to develop a positive and engaged organisational culture.
- To liaise with other departments to ensure good communication and the smooth running of the Production Department within the organisation.
- To take part in working groups and/or committees as required.
- To contribute to Planning & scheduling meetings as required.
- To be lead contact with Actors Equity and keep Sherman staff up to date with relevant developments.
- To act as a designated First Aider.



- To undertake any other duties as reasonably required.

PERSON SPECIFICATION: COMPANY STAGE MANAGER

ESSENTIAL

Experience

Proven experience of:

- Previous professional stage management experience in a producing theatre.
- Previous experience of working with and supporting creative teams.
- Some line management experience and demonstrable evidence of leading a team
- Experience of running technical rehearsals
- Experience of finding props, making props and liaising with prop makers.
- Proven experience of managing budgets

Knowledge and Skills

- Proven experience of managing budgets
- A working knowledge of Health and Safety regulations relevant to the role
- A thorough knowledge of the Equity / UK Theatre Sub Rep Agreement
- Excellent communication skills and the ability to ensure that all parties involved in a project are kept informed about developments and plans
- Competency in a range of software applications
- Strong organisational skills with high standards of accuracy and attention to detail, and the ability to multi-task and prioritise.
- Strong people management skills: the ability to lead and motivate, to assume responsibility, to delegate appropriately and supervise effectively.
- Strong personal management skills: the ability to plan and prioritise work, deal effectively with pressure, manage competing demands and retain a positive and optimistic approach.

Personal Attributes

- Hard working, highly motivated and committed to best practice.
- A “complete finisher”, who takes pride in a job well done and in getting the most out of the people for whom they are responsible.
- An understanding of, and commitment to, diversity and inclusion.
- A commitment to Sustainable practices
- Analytical thinker with a logical approach to problem-solving and the ability to anticipate the implications and consequences of situations and take appropriate action.

HIGHLY DESIRABLE

- The ability to speak, read and write Welsh.

DESIRABLE

- Experience of working with co-producing partners.



- Experience of touring small and mid-scale work.
- Experience of supporting Creative Engagement (including Youth Theatre) projects.
- Full UK driving license and experience of driving a van (or equivalent).
- First Aid qualification.