

# The Jenny Lind Creative Community Arts Project

## Job Spec: Stage Manager

**Reports to:** Operations Manager Danny O'Hara

**Location:** Suffolk Square and Somerleyton Gardens area of Jenny Lind, NR2. This is an outside, promenade piece of theatre

**Salary :** Offered as a freelance contract - £150 per performance day (to include dress rehearsal), with a further £300 for attending rehearsals, meetings, and design of all sound and lighting. There is a further fund to deal with training, Insurance and other relevant legal needs.

**Working Hours :** Casual contract with variable days to include meetings with production team in April and May. Attending at least two rehearsals in May. **You must be available for:** Thursday June 7th for tech and dress rehearsal, June 8th and June 9th for show. Public show times are 3 - 7pm. We would also prefer that you attend the weekend before, for a walk through to an invited audience.

**Background :** This performance is written and performed by local people as the major arts focus of the Jenny Lind Creative Community Arts Project.

### Job Description

Stage Managers are responsible for the smooth running of all aspects of the performance at the various locations amongst the private residential area. This role would include coordinating tech staff/volunteers, ensuring each performance runs to schedule and representing the festival in a professional manner. Under the direction of the Operations Manager, the Stage Manager will:

- Work in conjunction with the Director and Producers Manager, to ensure the smooth running and operation of the performance: The Spirit of Place.
- Design and hire in the tech required for the performance.
- Check the venue, including the stage areas, are set up correctly and safely, before and throughout, and after the performance.
- Ensure health and safety procedures are followed at all times.

### Personal Specifications

#### *Essential*

- Experience of managing live performances.
- Experience of managing outdoor theatre performances in various locations.
- Experience of effectively managing and prioritising multiple strands of work simultaneously.

Slow Theatre Company is a not-for-profit theatre company (no: 09849483)  
working in the community

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or email us at [jenny lind@slowtheatrecompany.co.uk](mailto:jenny lind@slowtheatrecompany.co.uk)



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- Proven organisational skills and ability to work to deadlines and under own direction.
- Experience in managing volunteers or staff.
- Ability to work well under pressure.
- Capable of working in a small, close-knit team.
- Personal Liability Insurance

Desirable:

- A first aid at work certificate.
- A DBS certificate.

*Personal Attributes*

- Excellent knowledge of stage tech
- A professional manner.
- Team player.
- Confident independent worker.
- Adaptable problem-solver.

## **We will need**

A 2-page CV along with details of personal Liability Insurance

- Your educational qualifications.
- Your full contact details (including any relevant web links).
- When we can best contact you.
- Names and contact details of 2 referees that will be available to be contacted (at least one must be a recent employer).



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