

Job Description

Job Title	Stage Manager Lancaster Footlights & Grand Theatre CIO
Main purpose: As part of a team, the Stage Manager (SM) will play a key role overseeing the smooth and efficient running of performances, enabling clients to achieve their artistic and creative vision. Reporting to the Operations Manager (before performances) and Duty Manager (during performances) and working closely with technician/s and clients, the SM is responsible for safe operations both on and backstage (comprising the area behind the proscenium arch). The role requires communication, leadership, and an understanding of both the creative and logistical elements of theatre.	
Responsible for:	Pre-production: • Assist Load-Ins: Where required to do so, assist clients with safe and timely load-ins of equipment, scenery etc. • Provide a clean and safe stage: Ensure the stage area is clean and free of uncontrolled hazards • Provide a clean and safe fly floor: Ensure the fly floor is clean and free of uncontrolled hazards, and all bars are correctly secured. Ensure access is limited only to suitably qualified persons • Provide a safe dressing room area: Ensure the dressing room corridors are clear and free of uncontrolled hazards and obstructions and emergency exits are available for use • Ensure all SM systems are available and in full working order: Including but not limited to safety curtain, dressing room and theatre pa system, assistive technology, video feeds, wired and wireless comms, radios • Provide equipment, guidance and support: Working with contracted technician/s, act as an ambassador for the theatre, supporting clients as required within recognised theatre policies and practices, highlighting what equipment and support is available to them e.g. wireless comms • Lead the safety and safeguarding culture, providing relevant policies and procedures and where necessary, briefings: Ensure clients and their stage crew are aware of, and adhere to, all relevant policies & procedures. Working with technicians ensure clients and stage crew do not introduce any materials, processes or procedures that might compromise the safety

	of others and/or the theatre. Ensure all relevant risk assessments and control measures are in place. • Clarify responsibilities: Prior to a show clearly establish which duties the SM will maintain, and which will be delivered by the client During Productions • Point of contact: Act as point of contact for all communications between the Duty Manager and Front of House Coordinator. Lead effective on stage & technical communication using appropriate equipment • Schedule management: Using p.a. system and radios, following the lead of the Duty Manager and the needs of the client, ensure the audience is aware on when performances are due to start and performers are called in to position with agreed notice period. • Manage a clean and safe stage: Ensure the stage area is clean and free of uncontrolled hazards • Manage a clean and safe fly floor: Ensure the fly floor is clean and free of uncontrolled hazards, and all bars are operated safely. Ensure access is limited only to suitably qualified persons • Manage a safe dressing room area: Ensure the dressing room corridors remain clear and free of uncontrolled hazards and obstructions and emergency exits are available for use • Operate all SM systems to deliver safe and effective productions: Including but not limited to safety curtain, dressing room and theatre pa system, assistive technology, video feeds, wired and wireless comms, radios • Provide equipment, guidance and support: Working with contracted technician/s, act as an ambassador for the theatre supporting clients as required within recognised theatre policies and practices, providing relevant equipment and support e.g. wireless comms • Continually lead the safety and safeguarding culture, ensuring policies & procedures, risk assessments & associated control measures/safety protocols are adhered to: Ensure clients and their stage crew are aware of, and adhere to, all relevant policies & procedures. Address any safety and safeguarding issues appropriately as they arise. Post Production: • Assist Load-outs: Where required to do so, assist professional lets with safe and timely load-outs of equipment, scenery etc. • Reset to a clean and safe stage: Ensure the stage area is left clean and free of uncontrolled hazards
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	• Reset to a clean and safe fly floor: Ensure the fly floor is left clean and free of uncontrolled hazards, and all bars are correctly secured. Ensure access is limited only to suitably qualified persons • Reset to a safe dressing room area: Ensure the dressing room corridors are clear and free of uncontrolled hazards and obstructions and emergency exits are available for use • Ensure all SM systems are returned/reset/restowed in full working order: Including but not limited to safety curtain, dressing room and theatre pa system, assistive technology, video feeds, wired and wireless comms, radios • Ensure all loaned equipment is retuned in working order: Working with contracted technician/s, act as an ambassador for the theatre supporting clients as required within recognised theatre policies and practices, ensuring all equipment is returned • Lead the safety and safeguarding culture, providing reports as necessary: Ensure any safety or safeguarding events are reported in accordance with theatre policy and procedures. • Point of contact: Act as point of contact for all post show communications between the Duty Manager and Front of House Coordinator. Lead effective on stage & technical communication using appropriate equipment
Important working relationships and our Values	Working relationships must be developed and maintained with: • Theatre Manager • Deputy Theatre Manager (Operations) • Technicians and stage crew • Staff and Trustees • Charity members and volunteers • The chair of footlights Production Committee and its members* • The agents, producers, acts, societies etc that book theatre time with us • Customers, partners, and funders • All relationships must be treated individually, with respect, and where necessary, with confidentiality. • When acting on our behalf of the charity it is essential that communication is clear, polite, calm, honest and embodies our values *It is acknowledged that, in this role i.e. for Footlights productions, the post holder may wish to act in an [unpaid] member capacity. The values which must be understood, promoted and demonstrated are:

	Lancaster Footlights & Grand Theatre Values Everyone wants to have a happy work, volunteer, and visitor experience. It's a theatre after all, so why not think about the word 'ACTORS'? Are you: A Approachable C Courteous T Trusting O Open-minded R Respectful S Supportive
Availability Knowledge and skill set	Availability: • Ability to work flexibly, with evening and weekend working as required to effectively deliver the role Experience: • Experience in stage management or a closely related role is essential • Experience working in a charitable or not-for-profit organisation is highly desirable. • Experience use of theatre equipment and technology is highly desirable • Experience in client and volunteer liaison is highly desirable. Skills • Leadership and team management skills. • Organisational and planning abilities. • Knowledge of regulations for performance venues. • Verbal communication skills, with the ability to engage a wide range of stakeholders including paid and unpaid roles • Ability to work effectively under pressure, prioritising tasks Attributes: • Passionate about the arts and the role of the theatre in community life. • Inclusive, with a strong community focus. • Calm, flexible and adaptable to meet the ever-changing needs of the venue and its audience in a manner that promotes joy • Approachable, Courteous, Trusting, Open minded, Respectful, Supportive

Principal accountability	- Deputy Theatre Manager (Operations) – overall - Duty Manager – during performances
Context of the role within the charity.	- The work undertaken is varied and so requires flexibility - Standards must be maintained and values demonstrated. - The working environment must be kept to a high standard and the health, safety and welfare of all colleagues is paramount.
Reporting to:	Deputy Theatre Manager (Operations)

Signed:	Date:
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