

Stage Manager (on the Book) – Rapunzel

Responsible to – Head of Production & Technical, Producer/Programmer

Contract – Fixed term, Monday 25th November through Sunday 29th December, prep and returns days to be agreed as required.

Fees & Working Hours

£551.41 per week plus relocation allowance of £225 per week if applicable (subject to Equity/UK Theatre Rules).

Sunday performances and uplifts for shows over 8 per week will be paid on top of the weekly salary.

Hours of Work – Equity MRSLS 2 standard working hours

Key Dates

Rehearsals begin: Monday 25th November 2024

Fit up: From Thursday 5th December

Technical and Dress Rehearsals: Tuesday 10th & Wednesday 11th December

First Performance: Wednesday 11th December

Final Performance: Sunday 29th December

About the role

We are looking for a Stage Manager for Hull Truck Theatre's upcoming Christmas Studio production of *Rapunzel*, written and directed by Tom Saunders with music by Joe Roper.

The Stage Manager will:

- Facilitate the smooth running of rehearsals, including marking up the rehearsal room and organising the rehearsal space
- Manage the acquisition of props and furniture with the assistance of the HTT technical team – sourcing, creating, and maintaining as appropriate
- Be on the book throughout rehearsals
- Create and send out daily rehearsal schedules and rehearsal notes to all departments
- Support the welfare of the cast during the rehearsal and performance period
- Run technical and dress rehearsals
- Call each performance, noting any issues and distributing show reports

General

The Stage Manager will:

- Work within, promote, and comply with current legislation and Hull Truck Theatre's policies and practices on Equality, Inclusion, Safeguarding, and Health & Safety, both in the delivery of services and the treatment of others
- Take reasonable care for the Health, Safety and Welfare of themselves and other employees and freelancers in accordance with the Health and Safety at Work Act and the company's Health and Safety Policy
- Promote and comply with the Theatre's Green policy to lessen the environmental impact of Hull Truck Theatre
- Take positive action to promote Equal Opportunities in all aspects of the work of Hull Truck Theatre
- The above duties may involve having access to information of a confidential nature that may be covered by the General Data Protection Regulation. The Stage Manager should maintain confidentiality at all times as appropriate.
- Always act in the interests of Hull Truck Theatre

About You

The successful applicant will have professional experience as a stage manager or deputy stage manager on a small-scale production. We are particularly interested in hearing from Black and Global Majority candidates, D/deaf candidates, Disabled candidates, and anyone who is underrepresented within the theatre industry.

How to Apply

Please apply with an up to date CV and references.

Please send these to recruitment@hulltruck.co.uk

If you'd like to apply by another format, including video, or if you are experiencing any barriers to accessing the information, then please contact our recruitment team via email at recruitment@hulltruck.co.uk

The deadline for applications is **20th September 2024**.