

Assistant Stage Manager – The Borrowers

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

Contract – Fixed term. 28th October 2024 (rehearsals begin) – 4th January 2025 (final performance).

Fees

£526.24 per week

Relocation allowance of £225 per week (subject to Equity/UK Theatre Rules).

Hours of Work – In line with UK Theatre/Equity.

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

Key Dates

Rehearsals Begin: Monday 28th October 2024

Fit up: w/c 18th November 2024

Technical and Dress Rehearsals: w/c 25th November 2024

First Performance: Friday 29th November 2024.

Final Performance: Saturday 4th January 2025.

About the role

We are looking for an Assistant Stage Manager for Hull Truck Theatre's upcoming Christmas production of *The Borrowers*, adapted from Mary Norton's novel by Charles Way and directed by Mark Babych.

We are looking for an Assistant Stage Manager to:

- Assist with the smooth running of rehearsals, including marking up, maintenance and the organization of the rehearsal spaces.
- Working with the Stage Management team to manage props and furniture; sourcing, maintaining, storing, and moving.
- Working on stage during performances, technical and dress rehearsals, coordinating cast and moving props and scenery as needed.
- Supporting the Cast and Stage Management team throughout rehearsals.
- To support the welfare of the Cast during the rehearsal and performance period.

General

- To work within, promote and comply with current legislation and Hull Truck Theatre's policies and practices, including on Equality, Inclusion, Safeguarding and Health & Safety both in the delivery of services and the treatment of others and ensure adherence to these policies by freelance workers.
- The Health and Safety at Work Act and other associated legislation places responsibility for the Health and Safety of all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and other employees in accordance with legislation and the company's Health and Safety Policy.
- To promote and comply with the theatres Green policy practices to lessen the environmental impact of Hull Truck Theatre

- To 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. Confidentiality must be maintained at all times
- To always act in the interests of Hull Truck Theatre

About You

The successful applicant will have professional experience as an Assistant Stage Manager on similarly sized midscale productions. We are particularly interested in hearing from Black and Global Majority candidates, D/deaf candidates, Disabled candidates, and any candidates who are underrepresented within the theatre industry.

How to Apply

Please apply with a CV, references, and a link to your website or portfolio (if applicable).

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 **Friday 9th August 2024, 12 noon.**