**Job Description**

**Assistant Stage Manager**

**Background**

Perth Concert Hall and Perth Theatre are at the heart of the regeneration of the city centre and will provide a focus for the arts, for business and for communities throughout Perthshire. You will be a key member of the Horsecross team working with colleagues and clients to establish Perth Concert Hall and Perth Theatre as successful cultural, conference and community venues.

We’re here to create a buzz; to inspire, entertain and delight. When you join Horsecross, you’re not just turning up for work, you’re buying into an organisation that wants to be the best. Perth Theatre and Perth Concert Hall are great buildings, but it’s the people that make them really special.

**Purpose**

To provide production support for the Perth Theatre Production Department in the area of stage management for all in-house productions, visiting productions, education and community activities, concerts and conferences within Horsecross venues as necessary.

**Organisational relationships**

You will be part of the Theatre Production Team, reporting to the Production Stage Manager and are required to work in conjunction other Horsecross staff in the Concert Hall as necessary.

**Base**

Your principal base is at Perth Theatre. You will also be required to work at other Horsecross venues and events as necessary.

**Duties and responsibilities**

**Rehearsal and Performance**

* Ensure rehearsal environments are prepared as required with the appropriate props and other effects necessary.
* Maintain props within schedules and rehearsal times as set down on the Company call sheets and technical schedules.
* Co-operate and assist in day to day scheduling and planning of all activities required as directed by the Production Stage Manager, assist in making adaptations to the production as necessary
* Read and interpret plans and sections with good knowledge of mark-out procedures
* Lift and move scenery, properties and all performance related equipment as necessary with the rest of the show team.
* Participate and be responsible for the preparation, running and maintaining of the show with the rest of the show team, with responsibility for props.
* Operate and/or call performances and events from prompt corner including responsibility for FOH/backstage calls, ensuring safety and evacuation procedures are clearly explained and adhered to, for inhouse productions.
* Participate and be responsible for the preparation, running and maintaining of the show with the rest of the show team, with responsibility for the ‘book’ where necessary.
* Ensure rehearsal environments are prepared as required with the appropriate people, props and other effects necessary as set down on the Company call sheets and technical schedules.
* Co-operate and assist in day to day scheduling and planning of all activities required as directed by the Director, Musical Director or Choreographer, assist in making adaptations to the production as necessary.
* Assist with Get-in/Get-outs for visiting companies and events as necessary.
* Operate and/or call performances and events from prompt corner including responsibility for FOH/backstage calls, ensuring safety and evacuation procedures are clearly explained and adhered to, for visiting companies and events where necessary.
* Liaise with, and provide support for, other departments as necessary

**Administration/Record Keeping**

* Keep an accurate record of weekly hours worked. Complete and submitting a weekly timesheet (at the end of each working week), for yourself, cast and musicians where necessary, for authorisation by the Company Stage Manager. Inform the Company Stage Manager of any foreseen overtime at the earliest stage.
* Keep accurate records of prop settings, performance running details and any other relevant information.
* Provide regular progress reports and updates to your line manager as well as Head of Productions and the Company Stage Manager, alerting them to potential problems at the earliest possible stage
* Carry out administration efficiently ensuring accurate and complete records are maintained.
* Manage and account for any petty cash float issued by the Head of Productions or Company Stage Manager, documenting and recording any monies spent, keeping valid purchase receipts.

# Responsibilities of all staff members

* Be aware of the work of other departments in the achievement of Horsecross’ aims.
* Take an active part in communicating and co-operating with other staff and departments.
* Follow all Horsecross guidelines, procedures and policies.
* Work in accordance with the Equality and Diversity policy of Horsecross.
* Be aware of, and comply with, rules and legislation pertaining to Health & Safety at work.
* Take an active part in achieving high standards of customer and client care.

**Person Specification**

**Essential Skills & Experience:**

* At least 2 years’ experience working as an Assistant Stage Manager professionally
* Excellent organisation and communication skills, written and verbal
* Prop making and experience with a range of tools and materials used for prop making.
* Ability to work accurately with an eye for detail
* Demonstrate ability to work with creative and technical personnel and performers
* Ability to work under pressure, using tact, diplomacy and flexibility
* Understanding of Equity rules and guidelines regarding working practice.
* Knowledge of Health & Safety legislation and practices
* Full clean driving licence, over 25 years and an ability to drive a transit van

**Desirable Skills & Experience:**

* Ability to run a ‘book”
* Working at Height
* Current First Aid at Work Certificate

**Summary of Terms and Conditions**

*\*Horsecross Arts Ltd adheres to and follows terms and conditions as laid out in the EQUITY Agreement and uses a standard EQUITY contract.*

**Seasonal/Temporary Contract**

Full-time (43 hours per week) from 29th July 2019 to 12th January 2020\*

*\*with a possibility to extend*

The rate of pay is £450 per week (EQUITY Contract) + subsistence (where applicable)

Flexible working is essential as required by the Production Department.

Holiday entitlement is 4 weeks, rising to 4 weeks and 2 days after 3 years’ service, rising to 5 weeks’ after 5 years’ service, plus 10 days Public Holidays (pro-rata).

**Pension**

The Government has introduced a new law which requires employers to enrol their workers into a workplace pension scheme automatically if they:

* Are not already in one;
* Earn over £10,000 a year/£833 per month/£192 per week
* Are aged 22 or over; and
* Are under State Pension age

If you meet these requirements during your contract with Horsecross Arts, you will be auto enrolled into our NEST qualifying scheme unless you inform us you are already a member of the Equity Pension scheme and wish to be enrolled in this scheme.

* You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire;
* Horsecross Arts Ltd and you pay into it every payday;
* The government may also contribute through tax relief;
* Your pension belongs to you, even if you leave us in the future

**Staff Benefits**

* Free and discounted tickets for select Horsecross concerts and events.
* Reduced rate on local authority gym and leisure memberships.
* Discount on select meals from the Perth Theatre & Concert Hall cafés and restaurants.