

NEW VIC



Deputy Stage Manager
Information Pack
April 2022

Welcome

We are looking for an experienced Deputy Stage Manager to support the creation and delivery of great theatre.

The successful candidate will have demonstrable backstage experience in a professional or educational environment. A “can-do” attitude and a positive, flexible approach to the job role, work colleagues and peers is essential.

The New Vic works within the guidelines laid down by the Equity/UK Theatre Agreement for Actors and Stage Management.

The deadline for applications is **Monday 13th June 2022 at 10am**

Interviews will be held **week commencing 20th June 2022**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk



Department Information

The New Vic makes around eight in-house and co-produced shows each year (pre and post COVID), with three or four being delivered by in house creatives and others working with freelance creatives. We also collaborate with partners to make shows jointly across venues. We usually have one show on stage, one in rehearsal, and two or three in pre-production and another two or three in planning. So this is a busy, highly-productive theatre.

The New Vic has a Stage Management department which consists of a Company Stage Manager, two Deputy Stage Managers, two Assistant Stage Managers and one Assistant Stage Technician/Operator. All members of the Stage Management department help to deliver New Vic Productions, assist with incoming/visiting companies and one night events, and support the exciting work which our outreach and community development departments deliver.

Alongside the usual Stage Management duties, the team support the day to day running of the theatre buildings and operations supporting other departments as required to help manage over all workflow and productivity.



Deputy Stage Manager Job Description

Responsible to: Company Stage Manager & Head of Production

Responsible for: Assistant Stage Managers, Assistant Stage Technicians/Operator and Show Crew

Reports to: Company Stage Manager

Works in Conjunction with: Chaperones & Dressers

Purpose of the role

The Deputy Stage Manager is a key role in the success of every New Vic Production, delivering a positive and committed approach to work, supporting Creatives, Acting Companies, staff members and visitors to achieve the highest standard of work possible.

Responsibilities and duties

- To liaise with the Head of Production, the Company Stage Manager, Director, Designer and other members of the creative and production teams to obtain a thorough understanding of the relevant requirements of New Vic productions.
- To act as the point of contact between Director and Head of Production and other members of the production team.
- Liaising with the Director, acting company, production and other departments as required in order to arrange and monitor acting company calls.
- Preparation of rehearsal props, first calls, Marking up and maintaining rehearsal space in association with other members of the Stage Management team.
- Coordinating and running rehearsals.
- Being “on the book” for New Vic productions as required including preparing and maintaining the “prompt copy” during rehearsals and technical rehearsals and cueing performances.
- Preparation and distribution of rehearsal notes and calls.
- Operate rehearsal room equipment - zoom room, basic sound rig for playback, projector/TV screens for research or presentations etc.
- To attend production meetings and other meetings as required.
- To research and source props and to arrange for the borrowing, purchase or making of props as required.
- Assemble and maintain running lists, setting lists and costume lists for performance as required.
- Set up / re-set for performance, carry out pre-show checks and assist with running maintenance of props and settings for shows in performance.
- Completion and distribution of show reports.
- To be present at get-ins and fit-ups for New Vic productions as required by the Head of Production or CSM.
- To occasionally carry out relevant duties as outlined above and undertake some CSM duties at other venues to which New Vic productions / co-productions may transfer or tour.
- To assist with get-ins, fit-ups, get-outs and set strikes / restores to facilitate concerts and events as required.
- Assist with the maintenance and storage of the theatres stock furniture and properties as required.

- To “run the floor” on New Vic productions when another member of the Stage Management team is on the book, including carrying out scene changes, quick changes, occasional operation of flown scenic elements and operation of follow spots as required. This may include safe operation of fast traps and other scenic equipment to provide the relevant welcome and support for visiting companies advising on House Rules and safety policies as necessary.
- To assist with general maintenance of working areas and storage spaces.
- Assist in the rigging of drapes, floor cloths and other scenic elements and the operation of shows for rehearsals and performances in the Stephen Joseph Theatre.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Head of Production.
- Occasionally deputise for the CSM in their absence. This may include running technical rehearsals and taking temporary responsibility for the department.
- Other related duties as may be required by the Head of Production or CSM.



Person specification

These are the qualities we are looking for in our Deputy Stage Manager.

Essential Criteria

- Professional experience in Stage Management
- Current full Driving License
- Experience of sourcing props
- Excellent communication and organisational skills
- Ability to work well in a team
- To have an organised and flexible approach to work
- Ability to work and remain calm under pressure
- Have experience of working on a variety of productions with a diverse range of groups and individuals of varying abilities and ages
- Have the ability to work unsupervised and use initiative.
- Have excellent time keeping and problem solving skills.
- Remain calm and collected in high pressure and stressful situations
- IT Skills including a working knowledge of Microsoft Office applications, Teams and Zoom
- A basic knowledge of Lighting and Sound equipment and their set ups
- Ability and willingness to work unsocial hours including evenings, weekends and public holidays
- A demonstrable interest in theatre

Desirable criteria

- Relevant Stage Management qualification
- First Aid qualification
- Knowledge of health and safety requirements
- A working knowledge of Equity/UK Theatre sub rep agreement
- Good prop making skills
- Experience of driving vans
- Experience of using Photoshop or equivalent software

Deputy Stage Manager Role Information

Contract

The post of Deputy Stage Manager is offered on a full time, permanent basis.

Salary

The salary for the post is £25,809 per annum. The salary is paid weekly.

Hours of Work

The normal hours are 43 per week to be worked flexibly across Monday to Saturday. The working day runs from 8.30am to 11.30pm with an overnight gap of at least 11 hours. This role does involve working evenings and weekends as production schedules dictate. Sundays and public holidays calls are rare but may happen on occasion.

Your hours will be scheduled by the Company Stage Manager and in accordance with the UK Theatre/Equity Agreement for Performers and Stage Management contracted by Subsidised Managers.

Overtime shall be paid in accordance with the UK Theatre/Equity Agreement for Performers and Stage Management contracted by Subsidised Managers.

Holiday Entitlement

The holiday entitlement for this post is 24 days per annum plus bank holidays. The holiday year runs from 1 April to 31 March.

Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK, references and medical declaration.

'Staffordshire's New Vic proves what a regional theatre with ambition and imagination can do'.
The Guardian

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally. In the last few years we have toured shows 'made at the New Vic' nationally and transferred our first show to Broadway in New York with *Around the World in 80 Days* achieving the accolade of being the New York Times Critic's Pick of the Week.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre - usually 8 or 9 in-house productions annually. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design. Our theatre-making is nationally recognised, particularly our work for young people and their families.

Our extensive community and education programmes reach over 25,000 annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £3.5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council, Staffordshire County Council and Stoke-on-Trent City Council.



*“The New Vic...is doing everything a regional theatre should” - The Sunday Times for
Marvellous (2022)*



*“The company’s storytelling, under Heskins’s direction, is masterly”
Selected as one of The Observer’s best Christmas family shows of the year
The Observer for Beauty and the Beast (2021/22)*



*“This delightful promenade show uses pretty-as-a-picture design, undercut with creepy asides, to bring
ETA Hoffmann’s famous tale alive” - The Guardian for Coppelia - A Mystery (2021)*



*“In a historically grim year, these are tales to reset your perspective – and, sometimes, to stir your soul” - i news
for Hoard: Rediscovered (online 2020)*

*“Sumptuous staging of the Mark Twain classic that offers a feast for the senses” -
The Stage for The Prince and the Pauper (2019/20)*



Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply:

Complete our application form and equal opportunities form (this is one document). You must fill in this form as CVs and covering letters are not accepted. The deadline for applications is **Monday 13th June 2022 at 10am**. Interviews will be held **week commencing 20th June 2022**.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format ((e.g. large print, audio).

Email your application form to recruitment@newvictheatre.org.uk using the subject line Deputy Stage Manager or post the form to Administration, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

In your application, please tell us about your relevant skills and experience and how you meet the person specification.

So you are aware, we separate Section 1 of the application form and the equal opportunities monitoring form before shortlisting. The shortlisting panel will make their decisions based solely on Section 2, without access to any of your personal information. Further information on how we use and store the data provided in your application form is available on our website.





New Vic , Etruria Road, Newcastle-Under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242.
The New Vic operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council, Staffordshire County Council, and Stoke-on-Trent City Council.