

Season Type: Main Stage & Interstate Touring

Summary of purpose:

- To provide stage management support to the Bell Shakespeare stage productions including the rehearsals, pre-production, bump in, run and bump outs.
 - To provide support to the Director, cast, crew and Bell Shakespeare in a range of venues across Australia.
 - To participate as part of a team ensuring that all production requirements are delivered to each venue and ready for performance.
 - To assist the rehearsal process by working closely with the Stage Manager. This includes sourcing rehearsal and/or production items, documenting the process and delivery of the daily activities.
 - To assist the performance process by working closely with the Stage Manager and preparing the props, costumes and back of house area for each performance.
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Reporting and working relationships:

- The Assistant Stage Manager reports directly to the Production Manager.
 - The Assistant Stage Manager will be supervised and directed by the Stage Manager.
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Responsibilities / Duties:

- Undertake a Bell Shakespeare Production Induction on the first day of work including the Company's Work Place Health & Safety Policy.
 - Ensure a safe and healthy work environment for crew and cast, communicating any concerns, incidents or accidents directly to the Stage Manager or the Company.
 - Assist the Stage Manager in their duties
 - Meet with your Company Manager during pre-production week to discuss any specificities regarding to the production.
 - Maintain the rehearsal room and green room in an orderly fashion ensuring the supply of the following and Maintain these items and areas throughout the course of rehearsals, production week and the season, ensuring they are left clean and tidy at the end of each day.
 - Hot water,
 - Coffee, tea and
 - Milk (check on dietary requirements in regards to types of milk).
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- Prepare the rehearsal space, mark-up the stage floor, gather rehearsal props and / or substitutes and coordinate the wardrobe requirements for the rehearsals and production.
- Assess the props requirements for the production. Provide a rehearsal substitute and where appropriate, arrange for the hire or purchase of the items. In conjunction with the Production Manager develop a list of requirements and update where required.
- Communicate daily notes and messages arising from the rehearsal room to the Stage Manager. For the Stage Manager to share with the Production team in their daily Report.
- ASM may need to create daily report in the absence of the Stage Manager
- Maintain a file for props and any other articles sourced for the production, recording the contact details and ensuring loaned items are return at the completion of the tour. Also include links to original source locations where possible.
- Develop and maintain appropriate documentation regarding the setting, running and maintenance of properties and costumes for the performance.
- Ensure that all properties are available and set correctly for all rehearsals and performances.
- Attend production meetings, design presentations and any other meetings relating to the Bell Shakespeare Company and specific productions.
- Take minutes of the Production Meetings and distribute to the Company
- Attend lighting focus and plotting sessions and, if required, walk for the plotting session. Advise the Lighting Designer of furniture positions etc.
- When required maintain, clean and prepare costumes and or wigs for each performance.
- Set the stage and costumes prior to the half hour call for each performance. Ensure all technical elements have been checked prior to opening the house.
- Check all entrances and exits are safe and clear of obstructions prior to each performance.
- As required coordinate and assist with props, costumes and set changes to ensure the smooth running of each performance including elements onstage where you may be visible to the audience.
- Ensure the effective pack up and set up of all props, green room and wardrobe items.
- Tour with the production
- Assist Stage Manager to Communicate all actors' calls including rehearsal times, wardrobe fittings and publicity calls to ensure they are attended as scheduled.

- Work effectively and efficiently within the Production team to deliver the show and facilitate the tour.
- At the conclusion of the tour
 - prepare documentation for archiving for remount,
 - prepare a hard copy and electronic archive.
 - Coordinate the return of all props and costumes to the store. Where items were lent or hire, coordinate returns to the appropriate company or person.
- Attend a production debrief at the conclusion of the tour and contract.
- Provide such duties related to Stage Management as required from time to time including but not limited to venue, operational, sponsorship, education, marketing and publicity requirements related to the production.