

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 production 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 run the rehearsal process and the day to day activities. This includes scheduling, documentation and reporting of daily activities.
 - To run the stage for performances and maintain accurate records. This includes but is not limited to a prompt copy, running sheets & production reports.
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Reporting and working relationships:

- The Stage Manager reports directly to the Production Manager.
 - The Stage Manager will maintain open communication with the Company through the Company and Production Management teams.
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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 Company.
 - Prepare the rehearsal space, mark- up, gather rehearsal props and / or substitutes. Maintain these items throughout the course of the production.
 - Supervise the Assistant Stage Manager and Show Dresser in their duties.
 - Maintain the rehearsal room and green room in an orderly fashion.
 - Assess the needs of the production and communicate them to the production team through the distribution of daily Rehearsal Reports.
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- 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.
- 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.
- Attend lighting focus and plotting sessions and, if required, walk for the plotting session. Advise the Lighting Designer of furniture positions etc.
- Set the stage prior to the half hour call for each performance. Ensure all technical elements have been checked prior to opening the house.
- Manage each performance and call the show.
- Distribute Performance Reports at the conclusion of every performance.
- Ensure the effective pack up and set up of all props, green room and wardrobe items.
- Tour with the production.
- Prepare, maintain and distribute accurate time sheets for acting staff.
- Co-ordinate all actors' calls including rehearsal times, wardrobe fittings and publicity calls to ensure they are scheduled in accordance with the award.
- Prepare and maintain accurate time sheets for performers and ensure the completed timesheets are sent to Company Management and Finance by 12pm each Monday.
- Coordinate and schedule all understudy rehearsals for the duration of the tour.
- Provide an effective communication link and support network between the touring company and Company Manager to assist with the delivery of production and tour related activities including travel, accommodation and ticketing.
- At the conclusion of the tour tidy all documentation and prepare a hard copy and electronic archive.
- 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, sponsorship, education, marketing and publicity requirements related to the production