

Season Type: Players

Summary of purpose:

- To provide stage management support to the Bell Shakespeare's Learning program and delivery of the Players.
 - To participate as part of a team ensuring that all production requirements are delivered and ready for performance.
 - To co-ordinate the rehearsal and performance process and develop and maintain accurate records, including but not limited to a prompt copy, running sheets & production reports.
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Reporting and working relationships:

- The Deputy Stage Manager reports directly to the Production Manager.
 - The Deputy Stage Manager will be required to maintain open communication directly with the Education and Operations Department.
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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, creatives and cast, communicating any concerns, incidents or accidents directly to the Production or Company Manager.
 - Assess the needs of the production and communicate them to the production team through the distribution of detailed daily Rehearsal Reports.
 - Update and maintain contacts and documentation relating to the cast, creatives and crew.
 - Prepare the rehearsal space, mark- up, gather rehearsal props and / or substitutes and maintain these items throughout the course of rehearsals.
 - Supervise secondments and work experience students in their duties as required.
 - Maintain the rehearsal room, dressing rooms and green room in an orderly fashion.
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- Maintain a file for props and any other articles sourced for the production, recording the contact details for return at the conclusion of the tour.
- Develop and maintain appropriate documentation regarding the setting, running, storage and maintenance of properties and costumes for the performance.
- Ensure that all properties are available and set correctly for all rehearsals and appropriate instruction has been provided to the actors for their use in a performance and throughout the tour.
- Attend production meetings, design presentations and any other meetings relating to Bell Shakespeare and production specific activity.
- Alternating with the second DSM take minutes at the Production Meeting
- Assist with any performances including preview performances prior to the commencement of the tour.
- Ensure the effective pack up and set up of all props, green room and costume items.
- Tour with the production to the first venue in a support role.
- Prepare, maintain and distribute accurate time sheets for the cast.
- Co-ordinate with the Company Manager all actors' calls including rehearsal times, costume fittings and publicity calls to ensure they are scheduled in accordance with the Award.
- Provide an effective communication link and support network between the company and Company Management to assist with the delivery of production and tour related activities
- Complete all documentation and prepare a hard copy and electronic archive by the end of contract.
- At the conclusion of the rehearsal period tidy all rehearsal rooms, green room and dressing rooms.
- Attend a production debrief at the conclusion of the 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