



STAGE MANAGER – FREELANCE ROLE ON *FATHER CHRISTMAS*



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinue Craig. Photo by Helen Maybanks.



Tripti Tripuranani as Mrs Lahiri. Anjana Vasan as Niru in *A Doll's House*. By Tanika Gupta. Directed by Rachel O'Riordan. Photo by Helen Maybanks.



The Lyric Roof Garden

We are the Lyric Hammersmith Theatre. We produce bold and relevant world-class theatre.

We are committed to being vital to, and representative of, our local community and to being a major force in London and UK theatre. We develop and nurture the next generation of talent, and provide opportunities for young people from all backgrounds to discover the power of creativity.

Right in the heart of Hammersmith, your beautiful theatre is here for everyone.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** and **equal opportunities monitoring form** by email to jobs@lyric.co.uk.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Monday 02 August 2021**. It is intended that initial interviews will take place on w/c 09 August 2021.

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative.

DESCRIPTION FOR THE POST OF STAGE MANAGER

RESPONSIBLE TO:	Company Stage Manager
WORKS CLOSELY WITH:	Stage Manager
CONTRACT:	Freelance role
RATE OF PAY:	First two rehearsal weeks £567 for a 43 hour week + overtime where needed. Remaining weeks £620 per week on a buyout
DATES & HOURS:	<p><u>Production Dates:</u> Rehearsal dates: Monday 08 November 2021 – Saturday 20 November 2021. Performance dates: Monday 22 November – Friday 24 December 2021. Performances timings are currently TBC but all performances will take place during the day as this is a show for young people.</p> <p>We welcome conversations around flexible working and job shares.</p>
OTHER BENEFITS INCLUDE:	Complimentary and discounted theatre tickets, and staff catering discounts

MAIN PURPOSE OF POSITION

To act as Stage Manager on our studio production of Raymond Brigg's *Father Christmas* alongside a second Stage Manager.

Performance to take place at the Lyric Hammersmith Theatre from Monday 08 November 2021 – Friday 24 December 2021.

KEY RESPONSIBILITIES

Key Responsibilities:

- To be a proactive member of the stage management team and support the wider Lyric teams throughout rehearsals and performance for *Father Christmas*
- Deliver on rehearsal requirements including script copies, stage mark up, rehearsal prop and furniture requests
- Take responsibility for sources and maintaining props and furniture throughout the production run and report any issues
- Attend weekly production meetings
- Create accurate prop setting list and other production related paperwork
- Work closely with production and technical teams to ensure they have accurate show related information
- Support smooth and safe running of the performance
- Set props and furniture before and after every show
- Operate puppets, set and reset props during the show
- Assist with prop and furniture pack and return at the end of the production run
- Support Company Stage Manager and Production Manager in maintaining Covid-19 Protocols during rehearsal and the run including managing social distancing within the company throughout rehearsals and the run

- Other duties as required by the Company Stage Manager and/or Production Manager

General

- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- To work at all times in accordance with the Lyric's Green Policy and ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with your line manager, as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Essential:

- Experience working in a stage management or comparable role
- Discretion and sensitivity when dealing with confidential information
- Ability to work under pressure
- Attention to detail
- Proactive and flexible attitude, ability to effectively prioritise
- Excellent communication skills, both verbal and written
- Ability to instill confidence and provide reassurance to company members when it comes to working in a Covid-19 safe environment

Desirable:

- Experience finding and maintaining props.

EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).



APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

LYRIC CONTACT DETAILS

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk.

We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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