

## Touring Stage Manager - Job Description

We are looking for a Touring Stage Manager to work with us on two studio scale touring shows: **Fox** and **When We Died (WWD)** in Spring 2023.

**Fee:** £600 per week plus holiday pay and expenses (plus VAT, if applicable)

**Dates:** Monday 20 February 2023 - Friday 7 April 2023 & w/c 24 April 2023

**Time:** total 8 weeks

**Contract:** Freelance/self-employed

The Touring Stage Manager will work across two touring shows (re-mounts) which are both ready-to-tour shows that premiered pre-COVID. Both shows are re-rehearsing for 1 week before embarking on 2-3 week tours around England.

- **Fox:** Rehearsals w/c 20 February 2023, Touring 24 February - 24 March 2023 and then w/c 24 April 2023.
- **WWD:** Rehearsals 15 - 21 March 2023 (not the weekend), Touring 22 March (1 perf) then 30 March - 7 April 2023.

**Fox** will be touring with evening performances and also morning performances for people with pre-walking babies where there will be facilitated post-show stay/play/chat sessions.

### Key responsibilities:

- Manage Stage Management duties in rehearsal and on tour, with production support from the Performer on tour, Production Manager and Producer.
- Liaise with the creative teams about the design and technical requirements, supported by the Production Manager.
- Run technical rehearsals in each venue, including programming basic lighting and/or re-focussing and sound checks.
- Operate the show on tour i.e. lights and sound (QLab/LightKey).
- Manage the get-ins and liaise with venue staff on site.
- Drive the van between venues and organise the packing and unpacking.

### We would love to work with someone who:

- Is friendly, approachable and collaborative
- Is very organised and has good attentive to detail
- Is able to be proactive in problem solving on tour
- Has an Enhanced DBS certificate (on the update service)

**Creative Content Notice:**

The two shows focus on sensitive subjects including post-natal depression (**Fox**), sexual assault/rape (**WWD**) and dead bodies (**WWD**). We have a considered approach to working with these subjects and have been sensitive during the development and creation of the work; with considered language and a process to support team wellbeing on tour as well as resources, helplines and advice.

**How to apply**

Please send a CV/portfolio and short cover letter (1 page max.) to [courtenay@carbontheatre.org.uk](mailto:courtenay@carbontheatre.org.uk)

Deadline for applications: **12pm, midday Monday 9 January 2023.**

We will then invite some applicants for a short interview. All applicants will be notified of the outcome of their application by Friday 20 January 2023

**Further Information**

The role is on a freelance contract and you will be responsible for your own tax and national insurance responsibilities. We encourage applications from anyone interested in being part of this project. We are committed to a policy of equal opportunities embracing diversity and inclusivity in all areas of activity.

If you require any access support in submitting an application to us or would like to submit your application in an alternative format, please email [courtenay@carbontheatre.org.uk](mailto:courtenay@carbontheatre.org.uk)