

## COMPANY STAGE MANAGER - NYT TOUR

<b>RESPONSIBLE TO:</b>	Senior Producer and Producer
<b>SUPPORTED BY:</b>	Producer, Production Manager and Stage Management Team (partly consisting of NYT backstage members)
<b>PROPOSED DATES:</b>	<b>Prep days</b> w/c 24 <sup>th</sup> January (tbc)  <b>Rehearsals - NYT, Holloway Road, London</b> w/c 31 <sup>st</sup> January w/c 7 <sup>th</sup> February w/c 14 <sup>th</sup> February w/c 21 <sup>st</sup> February  <b>Tech</b> w/c 28 <sup>th</sup> February  <b>Previews and press - NYT, Holloway Road, London</b> Monday 7 <sup>th</sup> March - Wednesday 9 <sup>th</sup> March  <b>Previews and press - NYT, Holloway Road, London</b> Thursday 10 <sup>th</sup> March - Saturday 19 <sup>th</sup> March  <b>Performances - Hull Truck</b> w/c 21 March  <b>Pack down/ Returns</b> w/c 28 <sup>th</sup> March

The primary working hours of this contract will be Monday to Saturday, 09:30-18:30 during the rehearsal period. Evenings during the rehearsal, technical and performance periods will be required, with additional hours as and when required to meet the needs of National Youth Theatre for the duration of the project.

## About National Youth Theatre

The National Youth Theatre is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people aged 11-25 around the UK every year. Established in 1956 as the world's first youth theatre, we have empowered hundreds of thousands of young people over 60 years. We seek out, support and champion performers, theatre technicians and young creative leaders from Great Britain and Northern Ireland. commissioning brave and relevant new writing and reinterpreting classic stories for our time.

Every year we reach out across the country to engage thousands of young people in creative activities designed to develop new skills and platform voices and connect to a national creative community of people and opportunities. Our free creative leadership, safeguarding, intersection-

ality and inclusive practice training underpin our work with hundreds of creative freelance professionals each year. We produce ambitious theatrical productions in local communities, on leading global stages and in unusual spaces across the UK and beyond. In recent years this has ranged from London Fashion Week and COP26 in the west end of Glasgow to libraries in Liverpool, an earth amphitheatre in Shropshire and theatres in the heart of London's West End. We commission brave and relevant new writing and retell classic stories for our time, empowering young diverse voices and foregrounding the issues that matter most to young people. More information on our programme may be found at [www.nyt.org.uk](http://www.nyt.org.uk) Meet our young people and watch how we helped young people stay creative and connected in 2020 Watch our young talent at COP26 in Glasgow in November 2021.

### **National Youth Theatre Culture**

At the National Youth Theatre we aim to create a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness, and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry, and the wider world. Whatever your background or wherever you're from, we invite you to apply to join us as REP Company Stage Manager to support our mission to be a creative force for good at a critical time for our industry, country, and world.

“the revamped NYT stands as a beacon of optimism for the next generation of dramatic talent, on-stage and off” – The Guardian

### **Key responsibilities**

The Company Stage Manager will manage the NYT company on an upcoming tour and support them both logistically and pastorally.

We are looking for a Company Stage Manager that is experienced but also passionate about young people and is keen to support and nurture the talent of the members of the company throughout the rehearsal and production process. The company will be made up of 14-16 acting members. The supporting roles, such as DSM, ASM, Wardrobe Manager and Lighting and Sound Operators are filled by NYT backstage members. All NYT members will have completed an NYT course, but are still training in their positions. The CSM is therefore an important, professional role who is willing to mentor, particularly the backstage member roles. The CSM will be the main port of contact for both members and NYT staff.

- To manage and mentor the work of the stage management and backstage team, comprising of National Youth Theatre's backstage members.
- In consultation with the production manager, to liaise with the company, creative team and production departments to arrange calls and co-ordinate rehearsals, including the running of all technical rehearsals.
- To attend every rehearsal and performance.
- To undertake/supervise get-ins, scene changes and strikes where necessary.
- To oversee alongside the production manager the transportation of the production to different locations.
- To assist the Producer in managing the travel and accommodation of the company members.
- To ensure the health and safety of the company according to appropriate guidelines provided by NYT and to alert the producer of any issues as they arise.
- To maintain the rehearsal room and performance area to a satisfactory standard.
- To maintain positive relationships with the venues and their in-house teams.

- To be responsible for the stage management/rehearsal room spend and ensure correct reporting is supplied to the Producer and Production Manager in a timely fashion.
- To support the Producer and Production Manager in ensuring the show creation is within both budget and schedule restrictions.
- To oversee the sourcing and making of props for the productions, within the designated budget.
- To maintain the COVID-19 guidelines put in place by NYT and to ensure the professional team, NYT members, the rehearsal room and performance spaces are adhering to this.
- To undertake any other reasonable duties as required by the producer or production team.

### **Welfare and Pastoral**

- To provide considerate and compassionate pastoral care to participants according to appropriate guidelines provided by NYT. To follow a chain of command in relation to the necessity of any escalation of concerns or enquiries.
- To be aware of any accessibility needs and ensure procedures/actions are put in place to ensure all accessibility needs are met.
- To report to the Producer any issues relating to the well-being and performance of the company and/or SM team, particularly those which may require pastoral or disciplinary action.
- To support the young people whilst out of London and during tour, particularly during overnight stays.
- To report and record any issues surrounding safeguarding according to the NYT's Safeguarding Policy.
- To hold an up to date, valid first aid certificate.

### **Administration**

- To set up and manage any online forms of rehearsal/training if necessary (online zoom rehearsals)
- To create, maintain and provide all show related documentation and paperwork to include but not limited to, a full prompt bible, props bible, running plots, show bible and rehearsal/show reports etc.
- To fill in any relevant accident and incident reports when necessary.

### **General**

- Undertake any other duties reasonably requested by the Producer or other senior team member as appropriate.
- Complete evaluation and feedback as required.

### **Information**

**Location:** The role is based in London for the rehearsal and performance period. There will be one touring week at the end of the contract.

**Fee:** Fixed fee of £650 per week (Mon-Sat) during the rehearsal & performance run, paid pro rata for any part weeks. Fee is inclusive of all reasonably required prep/meetings. When the NYT require the Company Stage Manager to visit regional venues/performance spaces outside of London the NYT will cover the cost of travel. If an overnight stay is required outside of London suitable accommodation will be provided by the NYT. This is a freelance contract, and the successful applicant will be responsible for their own declaration of tax and National Insurance.

**DBS:** In keeping with our Safeguarding Policy, employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate and a valid First Aid Certificate.

## Person Specification

- At least 5 years professional experience within Stage Management/Company Management.
- Experience of working on a touring production.
- Experience of managing DSMs and ASMs.
- Proven ability to work within allocated budgets.
- Proven ability to work as part of a team.
- An organised yet flexible approach to work.
- Problem solving skills and the ability to think on your feet.
- Previous pastoral/accessibility experience & responsibility working with young people in a training-led environment.
- A strong understanding of and commitment to diversity in all its forms.
- A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning environment.
- An open-minded and flexible approach to the ever-changing theatre landscape due to the Covid-19.
- Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.
- A can do positive attitude backed by relevant peer review or personal references.
- An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre.

### Desirable Experience and Characteristics:

- Experience of an arts training and education programme in either an educational setting (School, College, University) or with an arts organisation or arts venue.
- Experience of working in regional theatre/ on touring productions.
- A strong knowledge of production related health and safety information.
- A person who enjoys or has experience of mentoring, teaching or working in an environment with young people (age 14-25).
- Safeguarding Training (can be provided).

**Deadline** - This will form part of the advert and will not be on the job description.

**APPLICATION CLOSURE DATE:** Monday 29<sup>th</sup> November at 10am

**Interviews:** w/c Monday 6<sup>th</sup> December

**APPLICATION SUBMISSION:** Please fill in the application form: <https://form.jotform.com/213013593739356>. If you have any questions about the role or application process please email **Lauren Buckley** (jobs@nyt.org.uk).