

JOB DESCRIPTION – DSM – ‘Testmatch’

Job Title: Deputy Stage Manager

Responsible to: Company Stage Manager (CSM)

Purpose of role: To support and collaborate with the CSM, Production Manager, and Assistant Stage Manager in the effective running of the rehearsal process, the technical rehearsals and during the show run.

Production Info: ‘Testmatch’ written by Kate Attwell

Directed by Diane Page

Cast of 6.

This is a co-production between Orange Tree Theatre, Octagon Theatre Bolton and ETT, and will perform at the Orange Tree Theatre and the Octagon Theatre Bolton.

We’re not going down without a fight

Lord’s, present day. It’s the Women’s Cricket World Cup: England versus India. There’s a rain delay. Stuck in the same locker room together, tensions mount, ambitions are laid bare and a whole new tactical game begins. Calcutta, 1800 (or thereabouts). Two British administrators in early 19th century India encounter challenges on the field of play that threaten the entire regime.

In this game of integrity and power, past and present collide. Kate Attwell’s funny and provocative play explores and explodes the mythology of fair play.

Diane Page returns to the OT following her “excellent revival” (Financial Times) of Athol Fugard’s Statements After an Arrest Under the Immorality Act, and her “electrifying” (The Stage) production of Dael Orlandersmith’s Yellowman.

A co-production with ETT and Octagon Theatre Bolton

For more info: <https://orangetreetheatre.co.uk/whats-on/testmatch/>

For more info from Octagon Theatre, Bolton: <https://octagonbolton.co.uk/events/testmatch>

Production Dates:

Rehearsals from: Monday 18th March 2024

Tech week commences: Monday 15th April 2024

First preview: Saturday 20th April 2024

Press night: Wednesday 24th April 2024

Final show at the Orange Tree: Saturday 18th May 2024

Start at Octagon Theatre: Monday 20th May 2024

Shows at Octagon Theatre: Thurs 23rd May – Sat 1st June 2024

Shows at the Orange Tree Theatre are at 19:30 Monday – Saturday, with matinees at 14:30 on Thursdays and Saturdays.

Responsibilities:

- Fulfil all usual DSM responsibilities during rehearsals, technical rehearsals and the run of the show.
- Along with the Production Manager, and other members of the SM team, liaise with the creative team and facilitate their requirements to the best standard possible.
- Run the rehearsal room to a high standard, ensuring the needs of the company and director are met.
- Keep appropriate paperwork pertaining to cues, setting, technical, costume etc. Compile and distribute daily rehearsal notes, and show reports, and contribute to the distribution of call sheets as required in conjunction with the CSM.
- Attend and minute production meetings as required.
- Keep the show book up to date and legible.
- Operate LX/ Sound/ AV/ other tech cues as necessary during the run of the production.

- Along with the Production Manager and SM team, liaise with the company and creative team to ensure access requirements are identified, met and maintained to the best standard possible.
- Support the CSM in the running of the technical and dress rehearsals, ensuring the needs of the company, creative team, and production, are identified and met.
- Support the ASM during the run in the daily set-up of the show, and leading on pre-show tech checks.
- To undertake shared laundry duties, and costume/ prop maintenance as required by the show.
- Liaise with front of house team to co-ordinate house opening and show start.
- Uphold health and safety standards in line with company policy.
- Manage working hours, and breaks, in conjunction with the SM team, and keep timesheet records up to date.
- To assist with technical elements where required.

Skills & Experience

Essential

- Demonstratable experience in relevant professional roles, such as previous stage management, event management or backstage roles.
- A team player with the ability to communicate effectively with people at all levels, both internally and externally.

- Able to cope with the demands of working flexibly for the hours that a theatre inevitably demands.

Desirable

- Prop making skills
- Costume maintenance experience
- Access awareness training
- First aid qualification
- Fire safety trained

Contract & Terms – Orange Tree Theatre

Title of post: Deputy Stage Manager

Salary: £525 per week, plus holiday pay. We use the Equity/ UK Theatre Commercial Theatre Agreement (Tier C).

Hours: This is a full-time position. Hours are dependent on agreed rehearsal and show running times. Standard hours are 43 hours per week during rehearsals, and 46 hours per week during show weeks. Any hours worked outside these parameters will be paid as overtime.

Contract & terms for the dates at the Octagon Theatre Bolton will be provided directly from the Octagon producing team.

Given the themes and setting of the play, we particularly encourage applications from candidates with South Asian heritage.

How to Apply:

If you would like to apply for this role, please follow these steps:

STEP 1 – Please send your CV, accompanied by a brief description of why you would like to be considered for this role, to our Company Stage Manager, Jenny Skivens.

jenny.skivens@orangetreetheatre.co.uk

Your brief description may be written or in the form of a short video (no longer than 2 mins please).

In the email heading, please identify which role/ project you are applying for:

DSM Application– Testmatch

STEP 2 - Please also complete the Equal Opportunities Form. Please only fill this form in once.

<https://forms.gle/NV2rY4U3JLWV3hVAA>

Failure to complete both of these steps will make you ineligible for the role.

APPLICATION DEADLINE:

THURSDAY 25th JANUARY at 10am - Applications received after this time will not be considered.

INTERVIEWS:

MONDAY 29th & TUESDAY 30th JANUARY – these can be held via zoom, or in person at the Orange Tree Theatre.

If you have any questions about the role, application process, or if you have any access requirements pertaining to applying/ interviewing, please do not hesitate to get in touch.