

## JOB DESCRIPTION - ASM – ‘*Testmatch*’

**Job Title:** Assistant Stage Manager

**Responsible to:** Company Stage Manager (CSM)

**Purpose of role:** To support the Stage Manager (SM), and Production Manager in the effective running of the rehearsal process. To support the Associate Designer in delivering the prop requirements for the production, and to deliver backstage support to the cast during the show. To assist with technical elements as required. Costume & maintenance duties also form a key part of this role.

**Production Info:** ‘Suite in Three Keys’ written by Noel Coward. This collection of plays comprises of:

‘*A Song at Twilight*’;

‘*Shadows of the Evening*’;

‘*Come into the Garden, Maud*’

Directed by Tom Littler

Cast of 4

9 shows a week

This production will transfer to Theatre Royal Bath for 1 week.

### ***I don't wish to sound fussy, but I really don't care to discuss false teeth during dinner.***

In a luxury Swiss hotel suite in the 1960s, three separate stories unfold:

***A Song at Twilight*** is a full-length play about a famous elderly writer, reputedly based on Somerset Maugham, who faces blackmail at the hands of an ex-lover threatening to expose his secret past.

***Shadows of the Evening*** and ***Come into the Garden, Maud*** form a perfect double-bill set in the same hotel suite. *Shadows of the Evening* explores the intricacies of a late-life love triangle, and *Come into the Garden, Maud* is a fizzing comedy about the misunderstandings between Americans and Europeans abroad.

*Suite in Three Keys* features a superlative cast – **Stephen Boxer, Emma Fielding** and **Tara Fitzgerald** – performing in both *A Song at Twilight* and the double bill of *Shadows of the Evening* and *Come into the Garden, Maud*.

Marking the 50th anniversary of **Noël Coward**'s death and the 125th of his birth in nearby Teddington, this is the first complete revival of **Suite in Three Keys** for a generation.

OT Artistic Director **Tom Littler** returns to Coward, following his landmark revival of *Tonight at 8.30*. Choose between the full-length *A Song at Twilight* or the **double-bill** of *Shadows of the Evening* and *Come into the Garden, Maud* – or **see all three plays in a single day** to celebrate the final flourish of Coward’s glittering career (see schedule below for days on which you can see all three plays).

## Production Dates:

Rehearsals from: Monday 15<sup>th</sup> April 2024

Tech week commences: Monday 20<sup>th</sup> May 2024

First preview: Saturday 24<sup>th</sup> May 2024

[Shows Locked – Wednesday 29<sup>th</sup> May 2024]

Press night: Wednesday 5<sup>th</sup> June 2024

Final show at the Orange Tree: Saturday 6<sup>th</sup> July 2024

Shows at Theatre Royal Bath: 9<sup>th</sup> – 13<sup>th</sup> July

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

## Responsibilities:

- Fulfil all usual ASM responsibilities during rehearsals, technical rehearsals and during the run of the show
- Prop/ furniture sourcing, making, purchasing as required.
- Keep appropriate paperwork pertaining to props, setting, show cues and expenditure, regularly updating budget management records as required, in liaison with the SM and Associate Designer.
- Support the SM in the running of the rehearsal room – maintaining a high standard, ensuring the needs of the company and director are met. This may include, but is not limited to, note taking, covering breaks where necessary, setting/ re-setting as required, providing rehearsal props, problem solving, maintaining tea and coffee supplies, and working together to facilitate the requirements of the creative team to the highest standard possible.
- Attend and minute production meetings as required. Distribution of notes.

- Along with the Production Manager and SM, liaise with the company and creative team to ensure access requirements are identified, met and maintained to the best standard possible.
- As required, support the production department with fit up. Where additional hands are needed to prepare the set for tech, there may be some manual handling, or use of power tools (if ASM competent in using them).
- Support the SM in running the technical and dress rehearsals, ensuring the needs of the company, creative team, and production, are identified and met.
- During the run to support the SM in the daily set-up of the show, and pre-show checks. And to deliver backstage support to the cast during performances. This may include costume change support, and food prep, amongst other duties.
- To take the lead with prop, furniture, and costume setting and maintenance during the show run – liaising with the SM with maintenance reports and to identify areas for additional attention if required.
- To undertake costume preparation and laundry duties as required by the show.
- To check, and maintain good awareness of costume conditions. To engage in basic levels of costume repair/ maintenance (reattaching buttons, etc). Where larger repairs are required identifying them and seeking additional support in a timely fashion.
- Uphold health and safety standards in line with company policy. To participate in evacuation and show stop briefings, and to take a role in facilitating these events should the need arise.
- Manage working hours, and breaks in conjunction with the SM, 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 take instruction where given, and be proactive with regard to completing tasks, and identifying priorities.
- 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 training
- Fire safety trained

## Contract & Terms

Title of post: Assistant Stage Manager

Salary: £500 per week during rehearsals, £504.74 per week during shows, plus holiday pay and overtime. We use the Equity/ UK Theatre Commercial Theatre Agreement (Tier C)

When the show transfers to Theatre Royal Bath, you will also be provided touring subsistence of £340 per week.

**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.

## 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](mailto: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 specify:

**ASM Application– Suite in Three Keys**

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

<https://forms.gle/HRLk4u87SEZCVeSK9>

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

## **APPLICATION DEADLINE:**

MONDAY 25<sup>th</sup> MARCH at 10am - Applications received after this time will not be considered.

## **INTERVIEWS:**

WEDNESDAY 27<sup>th</sup> & THURSDAY 28<sup>th</sup> MARCH – 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.