



OT ORANGE
TREE
THEATRE

A powerhouse of independent theatre

Company Stage Manager Recruitment Pack

Yellowman, photo by Ali Wright

If you would like this job pack in another format, please contact Sarah Murray at sarah.murray@orangetreetheatre.co.uk



Hello, thank you for your interest in the role of **Company Stage Manager** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, we are creating ambitious work with a high calibre of artists and actors, we are deepening our engagement within the local and artistic communities, and we recently won Most Welcoming Theatre and Best Programming Policy at the Off West End Awards. We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable. The Company Stage Manager will be integral to our work, though we wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



Richmond Riverside



Some of the OT dogs (left to right): Hastings, Mr Magoo & Koby



You may recognise Richmond Green from the recent Apple TV hit *Ted Lasso*, we can confirm it is just as pretty in real life. Richmond park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat: sarah.murray@orangetreetheatre.co.uk.

Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station

Job description

Job Title: Company Stage Manager
Responsible to: Technical Director (currently being recruited)
Responsible for: Freelance stage management teams.

Purpose of role: We are seeking a talented CSM to oversee all stage management across our theatre programme and community productions. The CSM will be the Company Stage Manager for all OT productions and will be responsible for hiring and managing freelance stage management teams. The typical freelance SM team structure at the OT is DSM and ASM.

The CSM will manage the OT's props and costume store and wardrobe and support the Technical Director in the maintaining of the theatre building and rehearsal rooms.

The CSM works closely with the Front of House Manager to manage communications between the front of house teams and production and stage management.





Misalliance, photo by Helen Maybanks

Responsibilities



Productions

- Act as Stage Manager during the rehearsal period and technical rehearsals for all main in-house productions, overseeing DSM and ASM.
- Along with the production manager and other members of the production department, liaise with the creative team and facilitate their requirements to the best standard possible.
- Ensure that the props, stage management and company overtime budgets are managed efficiently and to assist the Technical Director in financial planning and budgeting objectives as and when required.
- Manage all stage managers working at the OT ensuring their time is scheduled as effectively as possible under the terms of the Equity/UK Theatre Commercial Theatre Agreement.
- Where necessary, undertake the making and sourcing of props.
- Undertake shared laundry duties and props maintenance along with the rest of the stage management team as required.
- Pastoral care of all acting companies working at the theatre such as coordinating support assistance like medical/physio appointments for the acting company. Ensure accurate record-keeping of any follow ups.
- Efficient scheduling of the acting company's time for rehearsals, performance, costume fittings etc. Ensuring agreed overtime hours are properly monitored, and in line with the current Equity agreements. Ensure that timesheets are processed accurately and submitted to the Finance Manager in a timely manner.
- Be available for rehearsals, technical rehearsals and performances as required, including but not limited to fit-up and tech rehearsals, previews and press nights.
- Attend production and design meetings as required.
- Run technical rehearsals as required.

- Lead on communication between the production team and the FOH and duty management teams.
- In conjunction with the Box Office Team and General Manager, manage the allocation of complimentary tickets for preview and press performances and throughout the run.
- Lead on the timely and appropriate recruitment and contracting of all stage management team members.
- Along with the General manager, ensure the rehearsal room bookings are kept up to date and reflect the needs of the current production, as well as external hires, youth theatres and internal room bookings.
- Maintain a high level of organisation in the rehearsal rooms, monitoring cleaning and ensuring the rooms are maintained in a suitable way for the current production, including re-stocking kitchen facilities.
- Manage and maintain the effective storage of props and furniture
- Together with the Technical Manager, and the freelance stage management teams, ensure that all the production areas are kept tidy, safe and fit for purpose.
- Assist in keeping the OT's Buildings and Procedures up to date with current Health & Safety regulations and guidelines and sit on the OT's Health & Safety committee
- Any other duties as reasonably required.

General

- As a term of your employment from time to time you may also be asked to undertake other such appropriate duties as and when required of you, as well as being asked to work flexible hours to suit the operation of the organisation
- Participate in all training and development initiatives as required
- Attend OT press nights and special events
- Oversee measures to maintain our environment policy (including recycling and monitoring energy use).



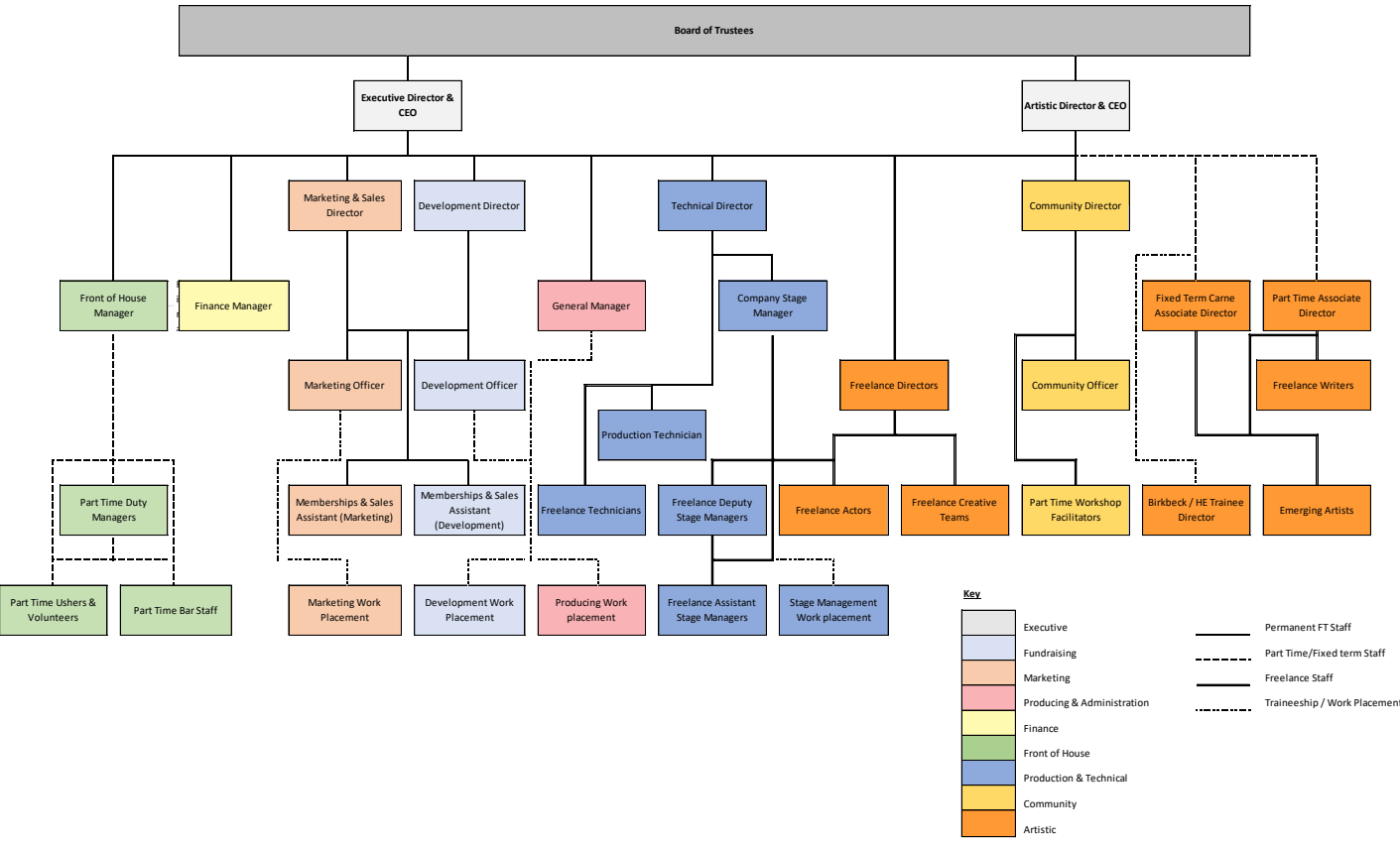
Person Specification

	Essential	Desirable	
Skills and experience	Experience of working as a stage manager either freelance or in a building	X	
	Highly organised with strong administration skills	X	
	Strong financial management with reconciliation and budget experience	X	
	Experience of prop and furniture sourcing and basic costume maintenance	X	
	Experience in inclusive recruitment processes		X
	Experience of managing stage and rehearsal room health and safety	X	
	Experience of managing company access requirements		X
	Experience in management of multiple teams and pastoral care	X	
	Excellent and effective communication skills	X	
	Ability to work under pressure and creatively problem-solve complex production scenarios	X	
Behaviours	Works with colleagues respectfully, collaboratively and with understanding	X	
	Takes responsibility for delivering tasks, achieving high standards and learning from mistakes	X	
	A passion for theatre	X	



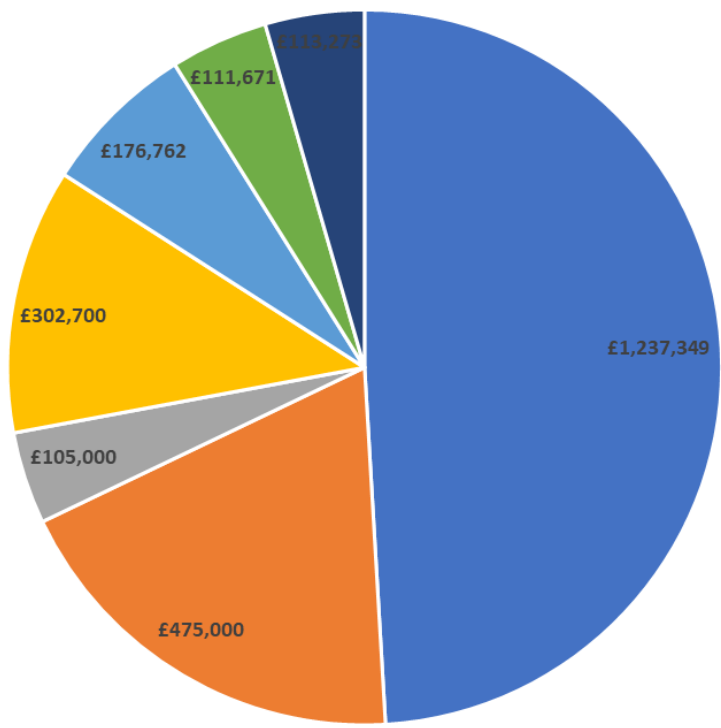
The Solid Life of Sugar Water, photo by Ellie Kurttz

Staff structure



Projected 23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





Rehearsals for Little Baby Jesus, photo by Ali Wright



Contract and terms

Title of post: Company Stage Manager

Salary: c.£31k per annum dependent on experience

Contract: Permanent full time, subject to a probationary period of 6 months

Notice: 3 months following a probationary period of 6 months

Holiday entitlement: 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

Hours: Full-time, 40 hours per week including breaks, hours are varied outside of normal office hours. Evening and weekend work is expected for this role, 8 additional Saturdays per year are contracted with no overtime payment. Up to 2 missed TOIL days are payable pro-rata for each main house tech week.

Staff benefits

- Hybrid working (subject to role)
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Training and professional development
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee

To apply

Deadline: 10am Wednesday 3rd April 2024

Interviews: Wednesday 10th April with second round w/c 15th April

To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Company Stage Manager** to jobs@orangetreetheatre.co.uk.

Please also complete the Equal Opportunities Form here:

<https://forms.gle/Rh1dPBEptEB31V1W7>

We welcome job share applications, as well as applications from candidates who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

If you would like an informal conversation about the role, please email Executive Director and Joint CEO Hanna Streeter hanna.streeter@orangetreetheatre.co.uk.

ORANGE TREE THEATRE LTD | Registered charity number 266128

1 Clarence Street, Richmond, London TW9 2SA | orangetreetheatre.co.uk | 020 8940 0141



Seven Celebrations Community performance, photo by Harry Plowden