

JOB DESCRIPTION - ASM – ‘Here in America’

Job Title: Assistant Stage Manager

Responsible to: Company Stage Manager (CSM)

Purpose of role: To support the CSM, Deputy Stage Manager (DSM), and Production Manager in the effective running of the rehearsal process. To support the CSM 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: ‘Here in America’ by David Edgar
Directed by James Dacre
Cast of 4.

‘I’m saying there’s someone who could stop this madness. If you stood up, and said ‘no’.

On a rainswept afternoon in 1952, Hollywood and Broadway’s leading director, Elia Kazan met his closest collaborator, the playwright Arthur Miller. As the anti-communist crusade of McCarthyism blacklisted hundreds of their colleagues, Kazan and Miller faced a stark choice. Should they betray their friends, or risk never working again?

David Edgar’s illustrious career includes multi award-winning plays for the RSC and National Theatre. His compelling new drama imagines a confrontation between two giants of stage and screen, both passionately involved with an actress about to become the most famous movie star in the world.

It is directed by James Dacre, former Artistic Director of the Royal & Derngate Theatres, Northampton.

For more info: <https://orangetreetheatre.co.uk/whats-on/here-in-america/>

Production Dates:

Rehearsals from: Monday 12th August 2024

Tech week commences: Monday 9th September 2024

First preview: Monday 16th September 2024

Press night: Monday 23rd September 2024

Final show at the Orange Tree: Saturday 19th October 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 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 CSM.
- Support the DSM 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
- 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.
- 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 CSM 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 DSM 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 CSM 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 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 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 qualification
- Fire safety trained

Contract & Terms

Title of post: Assistant Stage Manager

Salary: £550 per week, plus holiday pay and overtime. We use the Equity/ UK Theatre Commercial Theatre Agreement (Tier C)

Hours: This is a full-time position. Hours are dependant 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 jobs@orangetreetheatre.co.uk

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

ASM Application– Here in America

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

<https://forms.gle/85fXto69ESj8G5ez8>

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

APPLICATION DEADLINE:

MONDAY 1ST JULY 2024 - Applications received after this time will not be considered.

INTERVIEWS:

W/C 8TH JULY 2024 (subject to change) – 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 via jobs@orangetreetheatre.co.uk .