

## JOB DESCRIPTION – DSM – ‘Here in America’

**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:** ‘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 12<sup>th</sup> August 2024

Tech week commences: Monday 9<sup>th</sup> September 2024

First preview: Monday 16<sup>th</sup> September 2024

Press night: Monday 23<sup>rd</sup> September 2024

Final show at the Orange Tree: Saturday 19<sup>th</sup> 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 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:** £575 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.

## 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](mailto:jobs@orangetreetheatre.co.uk)

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

DSM 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 1<sup>ST</sup> JULY 2024 - Applications received after this time will not be considered.

### **INTERVIEWS:**

W/C 8<sup>TH</sup> 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.