



## **JOB DESCRIPTION – Deputy Stage Manager**

The Watermill Theatre (WTL) is one of the UK's most successful regional producing theatres. From our home in a 200 seat converted Watermill in rural West Berkshire, we produce award-winning work that is recognised throughout the UK and abroad. The very best artists and creative teams, both established and at the early stages of their careers, are our lifeblood, earning The Watermill a reputation as one of the very best producing theatres in the country.

## **OVERVIEW**

This is for a Deputy Stage Manager position. You will be part of the in-house team that includes a Company Stage Manager, Assistant Stage Manager and Stage Technician. This team works alongside the production department which consists of an in-house Production Manager and Assistant Production Manager.

**The start date for this position would be 17 June 2019.**

## **DUTIES AND RESPONSIBILITIES:**

- To undertake Deputy Stage Manager duties
- To assist in mark outs of rehearsal room and performance spaces and maintain cleanliness of the stage and rehearsal room
- To assist the Company Stage Manager in ensuring all rehearsals of the production are run in a smooth and efficient manner
- To prepare all the necessary paperwork relating to the show including compiling 'the book'
- To create detailed daily rehearsal reports for all departments including notes on any risk assessments that need addressing. Risk assessments will then be written up by the assistant production manager
- To set up shows including costumes with the Assistant Stage Manager (ASM)
- To ensure that your own and all acting company time sheets are completed and submitted on time to the company stage manager
- To provide detailed running and setting list to the stage management team
- To submit show reports daily to the relevant parties
- To be responsible for pre-sets and resets of props and setting with the ASM
- To assist the Company Stage Manager in the running of all performances of the Production, ensuring that the agreed and established artistic and technical standards are always maintained
- To take responsibility for shutting down the theatre, in conjunction with Front of House, after each performance. You will also oversee securing and locking the building after the evening performances
- To operate light desk during performances

## **DESIRABLE:**

- To have a knowledge of Qlab and ETC lighting desk
- To hold a current First Aid qualification
- To have a working knowledge of Equity / TMA sub rep agreement
- To have the ability to drive the company's long wheel base transit van
- A love of animals!

## **PERSON SPECIFICATION**

- A minimum of two years DSM experience
- Good communication and organisational skills
- The ability to work well as part of a team
- Proactive and energetic, able to work with commitment and dedication to find solutions
- Ability to remain cheerful and calm in stressful situations
- Ability to work unsupervised and use initiative
- Will enjoy being part of a busy team and be prepared to take an active role in The Watermill Theatre as a whole
- Excellent time management and problem-solving skills
- Basic IT skills, including Word / Excel
- Will have experience of working on a variety of productions with a diverse range of groups and individuals of varying abilities and ages
- An understanding of health and safety principles
- Will have a willingness and ability to work unsociable hours, including evenings and weekends

## **WORKING HOURS AND SALARY:**

**Line Manager:** Company Manager

**Salary:** Equity Rate for MRSL 3

**Hours:** A completed timesheet will be required to be filled in and given to your line manager on a weekly basis and kept for a period of two years

**Location:** The Watermill Theatre, Bagnor, Newbury, Berkshire RG20 8AE

### **How to apply:**

Please send an up to date CV and a cover letter explaining why you believe you should be considered for the position together with a completed Equal Opportunities Monitoring Form.

**Closing date: Friday 29 March 2019**

Download an Equal Opportunities Monitoring Form: [https://www.watermill.org.uk/work\\_for\\_us](https://www.watermill.org.uk/work_for_us)

### **Please mark your application for the attention of:**

Kerrie Driscoll

Company Manager

Email: [admin@watermill.org.uk](mailto:admin@watermill.org.uk)

Please mark emails DEPUTY STAGE MANAGER

The Watermill Theatre is committed to Equal Opportunities and Diversity in the work place.