



Andrew Lloyd Webber
Foundation



Trainee Production/Stage Management Assistant 2019/20

Job Description

We are looking to recruit a Trainee for a fixed term of 1 year. The Trainee will work with both Production and Stage Management Departments for 6 months, after which the Trainee will choose which department he/she would like to specialise in. The Trainee will then receive 6 months of specialist training in their chosen field. The post is designed to offer practical, hands-on training to someone who would like to work in the theatre industry. It is intended for those who have decided not to attend University. Please note, this is NOT a gap year opportunity.

Person specification

The ideal candidate will:

- Be 18-25 years old
- Be interested in theatre
- Have an aptitude for practical, hands on work
- Enjoy working in a team and be a good 'people person'
- Be flexible and adaptable

Please note: the Trainee does not necessarily need to have studied Drama or Theatre Studies at school.

In return, the successful candidate will gain first-hand experience in a nationally respected producing theatre. The Trainee will gain experience and training in both Production and Stage Management departments, specifically:

Production:

- Reading and understanding set and lighting plans and construction drawings;
- Computer Aided Design (CAD);
- The process of physically getting the production in and out of the theatre (known as the 'fit up' and 'get out');
- Safe handling and loading techniques;
- The future use of scenic items and their environmentally safe disposal;
- Converting a lighting plan into a reality;



Andrew Lloyd Webber
Foundation



- Understanding digital sound control;
- Production office systems including budget control, logistics, scheduling and risk management.

Stage Management:

- Preparing a rehearsal room;
- Sourcing props for rehearsals and for the show;
- How to prepare a script;
- Handling musical instruments;
- Prop-making techniques;
- Organising and maintaining props and instrument stores;
- Backstage Stage Management duties including setting the stage and supporting the running of a show;
- Putting on a show and working on the 'technical' week;
- Budgets and petty cash management.

Salary: £15,500 per year

Holiday: 28 days per year including bank holidays

Average of 40 hours a week, over 6 days.

Probation period: 1 month

Start date: Late August/early September

Line managers: Lawrence Doyle (Production Manager) and Kerrie Driscoll (Company Stage Manager)

If you have any questions prior to application, please contact Kerrie Driscoll, Watermill Theatre, Bagnor, Newbury, Berkshire, RG20 8AE or email kerrie@watermill.org.uk

Please email your completed form to Kerrie: kerrie@watermill.org.uk or post to Kerrie Driscoll, Company Stage Manager, Watermill Theatre, Bagnor, Newbury, Berkshire, RG20 8AE.

Closing date for applications: 20 May 2019

Interviews: 27 May 2019