

Company Stage Manager

Role Summary

The Company Stage Manager (CSM) is a core member of the Production team, and acts as a bridge spanning the freelance creatives, acting and stage management company members and the core Unicorn team.

The CSM has an overview of all the work taking place in our multi-space theatre; this can simultaneously involve shows in rehearsal, in tech, up and running and out on tour, as well as participatory projects and event activity.

Three key areas for the CSM are: scheduling, effective internal communications, and pastoral care. The right candidate will be resourceful and intuitive, with a sense of when and what kind of support to offer to their team.

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| Responsible to | Technical & Production Director |
| Responsible for | All Stage Management staff, University Placements, and occasional work experience placements |
| Working with | Technical Manager, Producing Team freelance Production Managers, Technicians |

KEY RESPONSIBILITIES

- Along with the Technical & Production Director and other members of the Production department, liaise with members of the creative team and facilitate their requirements to the best standard possible, within the time and financial resources available.
- Ensure that the props, stage management and acting company overtime budgets are managed efficiently and to assist the Technical & Production Director in financial planning and budgeting objectives as and when required.
- Supervise all Stage Management Team members working at the Unicorn Theatre ensuring their time is scheduled as effectively as possible under the terms of the Equity/UK Theatre Sub Rep Agreement.
- Take on-show calls on specified productions as agreed with the Technical & Production Director
- Responsible for all acting companies, including non-professional companies, and any children or young people performing at the Unicorn Theatre.
- Pastoral care of all acting companies working at the Unicorn Theatre such as coordinating support assistance like medical/physio appointments for the acting company. Ensuring accurate record-keeping of any follow ups.
- Efficient scheduling of the acting company's time for rehearsals, performance, publicity calls, costume fittings etc. Ensuring overtime hours for actors and musicians are properly monitored, and in line with the current Equity/MU agreements. Ensure that timesheets are processed accurately and submitted to Finance Department in a timely manner.



- With the Technical & Production Director and Technical Manager, ensure that the company complies with the requirements of the national agreements between the management association UK Theatre and the Trades Unions (Equity).
- Lead on the timely and appropriate recruitment and contracting of all stage management team members.
- Liaise with the General Manager and Producing team to ensure that rehearsal room bookings are kept up to date and to identify where rooms can be released. Work with the Technical & Production Director and Producing Team to support rehearsal room needs for R&Ds and workshops.
- To provide stage management support to one-off events for the Unicorn Theatre or third party hires as required.
- In conjunction with the Box Office Team and Director of Marketing & Communications, manage the allocation of complimentary tickets for preview and press performances and throughout the run.
- Be available for rehearsals, technical rehearsals and performances as required.
- Run technical rehearsals as required.
- Alongside the Producing team, manage and maintain the effective storage of props and furniture, and promote and administrate external prop and furniture hires, using the Props database.
- Put in place robust systems for ensuring stage management cover in the event of a team member being unavailable.
- Liaise with the Technical & Production Director and Producing Team to ensure that all access activities are scheduled, rehearsed and prepared to give best experience to the audience whilst keeping stage management and the acting company informed of arrangements.
- Take overall responsibility for stage management petty cash floats, and ensure that returns are completed in a timely manner.
- Undertake the weekly stage management and acting company payroll both at the Unicorn and any Unicorn productions off-site, ensuring a robust cover system in place to allow for CSM absences.
- Pastoral care of all stage management staff working at the Unicorn Theatre, such as managing department or staff issues on productions
- Support the implementation of the Unicorn Theatre's Health and Safety policies across all areas of production and programming, as a member of the Health and Safety committee.
- Ensure the Unicorn Theatre remains a leader in environmental activism and industry best practice, supporting the Production and Stage Management teams in working to Theatre Green Book standards.

This list of responsibilities is not exhaustive and you may be required to perform duties outside of this as operationally required and at the discretion of your line manager.



Company Stage Manager

Person Specification

Essential

- Significant professional Stage Management experience
- Demonstrable professional understanding of working in a variety of theatre spaces
- Resourceful, intuitive and flexible approach to work
- Experience of line management
- Budgeting experience
- Computer literacy
- A proactive approach to problem solving
- Experience of working with the Equity/UK Theatre Sub Rep agreement
- Demonstrable knowledge of current Health & Safety legislation
- A commitment to diversity and equality of opportunity
- Interest in working with children and young people

Desirable

- Experience of working in a multi-space producing theatre
- Prop making experience
- Full, clean Driving Licence
- First Aid trained (3 Day First Aid at Work)
- Mental Health First Aid trained
- Recent Basic DBS (less than two years old, or a member of the Update Service)
- An enthusiasm for the Unicorn's mission and values, and an interest in theatre and live performance for children.



About the Unicorn

We create new, inventive and enthralling performances for every stage of childhood. We believe in the imaginative power of theatre to transform young lives.

We are the largest children's theatre in the UK, specialising in developing new devised and written shows alongside adaptations of classic texts, offering an innovative and inspiring year-round programme of sector-leading theatre for children.

Our purpose-built home at London Bridge (opened in 2005) is a creative and welcoming space designed with and for young people. Our building comprises two theatre spaces (Weston Theatre at around 290-seat capacity and Clore Theatre at around 90-seat capacity) plus two rehearsal spaces, along with backstage set, prop and costume facilities. We produce and present a thrilling and varied programme, exploring stories, ideas and themes that enrich and broaden children's view of the world. We welcome 65,000 families and schools every year, reaching thousands more via Unicorn Online.

Under new Artistic Director Rachel Bagshaw, together with Co-Executive Directors Bailey Lock and Helen Tovey, the Unicorn is building a community of creative children through our productions, digital experiences and engagement programme.

Mission, Vision and Values

We believe that all children deserve to have access to the arts, regardless of their circumstances and our mission is to transform young lives through theatre by:

- Creating innovative and outstanding theatre for children aged up to 13 years.
- Supporting artists to make work with ambition, integrity and hope.
- Encouraging children to question and explore the world through stories; developing empathy, understanding and imagination.
- Collaborating with children in schools and communities to inform our practice, and inspiring children to fulfil their potential through creative projects with inventive theatre-makers.
- Extending our reach through online theatre experiences, national and international partnerships and subsidised tickets.
- Recognising that climate action is vital to protecting children's futures, and actively reducing our environmental impact on the planet.
- Believing in equality, diversity and inclusion; we take action to advocate for, and promote the rights of children.



How to Apply

To apply for this post, please email jobs@unicorntheatre.com with the following:

- Your CV
- Our Equal Opportunities Monitoring Form
- Our Additional Information Form
- A document or video, telling us how you meet the Person Specification for the role of Company stage Manager

CVs and documents should each be no longer than 2 A4 pages, videos no longer than 10 minutes. If sending a video please use [WeTransfer](#) to send the file.

Salary: £32,000 per annum, plus overtime for hours worked above 40 hours.

Contract: Fixed term, 12-months. Full-time (40 hours per week, worked across 6 days). We will consider applications for flexible working.

3-month probationary period. Annual leave allowance is 30 days, plus statutory Bank Holidays. Unicorn staff are auto-enrolled into the NEST pension scheme.

We will request a Basic Level Check from the Disclosure and Barring Service (DBS) as part of any conditional offer employment.

Closing date for applications: 10am, Monday 20 May 2024

Interviews: w/c 27th May 2024

If you require this information in an alternative format, please contact jobs@unicorntheatre.com in the first instance.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who self-identify as disabled.

All candidates who self-identify as disabled and who demonstrate that they meet the essential criteria will be invited for an interview, in line with the [Equality Act 2010](#).

The Unicorn Theatre is supported using public funding by Arts Council England.



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