

LYRIC



STAGE MANAGEMENT (CONTRACT)

**Job Description and
Application Information**

BACKGROUND

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society. Our mission is to create, entertain, and inspire.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. We have also recently been nominated for The Stage Awards Theatre of the Year 2022.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 80 employees.

For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

We are looking to establish a pool of contract Stage Managers who would be available to work as either a DSM or ASM on a contracted basis for individual productions.

Stage Management are key members of the Production team and will assist with the stage management of all productions for the Lyric Theatre.

The Production team currently includes a Head of Production, Production Manager, Company Stage Manager, Costume Supervisor, Assistant Costume Supervisor, Senior Technician, 3 Technicians, and 2 Stage Managers.

JOB TITLE

The title of this post is **Stage Management** (Contract). This will either be as Assistant Stage Manager (ASM) or Deputy Stage Manager (DSM), depending on experience and requirements for the Production.

REPORTING TO

Company Stage Manager.

RESPONSIBLE FOR

Stage Management of the vast programme at the Lyric Theatre, as described in the Main Duties and Responsibilities.

LOCATION

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB and on tour.

PAY SCALE

The post will attract a salary based on current UK Equity Agreement rates.

CONTRACT

The position will be on a fixed term contract, on a production-by-production basis.

ANNUAL HOLIDAY ENTITLEMENT

Annual Holiday Entitlement is based on current UK Equity Agreement.

HOURS OF WORK

Hours of work are based on the current UK Equity Agreement. The standard working week is between 40 – 46 hours over 6 days, depending on the stage of the production process. However, due to the nature of this position some degree of flexibility is required from the post holder to meet the demands of the theatre's schedule.

MAIN DUTIES AND RESPONSIBILITIES

In Rehearsals

- Assist in managing all of the stage management activities for the Lyric Theatre in Rehearsal and Production;
- To be responsible for assisting rehearsal room mark out and to update it as required;
- To assist in preparing the rehearsal room daily for rehearsal;
- To be familiar with the management's Health & Safety Policy, relevant fire safety and emergency procedures and positions of extinguishers, etc., and assist the Head of Production & technical services and Company Stage Manager maintain adequate levels at Health & Safety. Relevant first aid trained personnel will be provided by the management;
- To help arrange & attend production meetings as required;
- To formulate setting and running lists for productions;
- To assist the Technical Manager or Technicians with sound or lighting as required.
- To prop shows as required, including basic prop makes.
- To purchase materials or goods as required. (N.B. – all purchases/expenditure must be cleared through the Head of production & technical Services via the Company Stage Manager).

Additional DSM responsibilities:

- To make the prompt copy book as required and maintain/update the script, contact sheet, props lists, etc. in rehearsal & to cue show during performance. To make sure the prompt copy is marked up clearly and legibly in case the need for cover arises.
- To draw up & circulate rehearsal calls;
- To liaise all relevant information to other departments via rehearsal notes;
- To act as nominated First Aider in the rehearsal room;
- To collect cast and own hours and present these to the Company Stage Manager;
- To record blocking of fight rehearsals and oversee safe rehearsal of fights in Fight Director's absence;
- To liaise with the Wardrobe Supervisor regarding the arrangement of costume fittings.

In Performance

- To shadow other backstage positions as required;
- To be responsible for safe storage of cast valuables if required;
- To be responsible for the set-up of props/settings for performances as necessary in conjunction with the other members of the Stage Management team;
- To work on Lyric Theatre touring shows as required;
- To be familiar with fire evacuation procedures;
- To be familiar with the theatre's firearm & weapon handling policy.

Additional DSM Responsibilities:

- To write & circulate show reports to all relevant personnel;
- In absence of Company Stage Manager to record any necessary details in accident book & produce incident reports.

General

- Working closely with directors & creative teams to realise their vision maximising the use of the theatre's available resources;
- Assisting in planning and supervising all aspects of stage management activities;
- Assist with ensuring the effective running of all stage management facilities including the rehearsal room, prop and furniture stores;
- Working in conjunction with the Head of Production & Company Manager to co-ordinate any planned tours or transfers by the theatre;
- In conjunction with the touring Technical Manager & Company Manager, overseeing the administration and welfare of both the acting company and stage management team whilst on tour.

Additional DSM responsibilities:

- To assist in planning staff requirements and making any necessary appointments to meet the needs of the theatre programme and production schedules:

Management

- Promoting a commitment from the stage management team to high levels of technical excellence, flexibility and customer service;
- Working with programming colleagues to schedule activities in both auditoria and any outside tours, transfers or site-specific projects;
- Contribute to the day to day running of the organisation and serve its long-term interests as a member of the Lyric's management team.

Health & Safety

- Contribute to the development of the health and safety policy and the development of safe and efficient systems of working;
- Keeping abreast of current developments in health and safety and ensuring compliance with the requirements of the Theatre's Health & Safety Policy;
- Ensuring the maintenance and safety of all working areas and implementing best practice across the department.

Additional DSM responsibilities:

- Where required, undertake risk assessments;
- To consider and address any health and safety issues that arise in respect of the show and the cast.

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Head of Production and Company Stage Manager.

ESSENTIAL CRITERIA

- Hold a professional graduate qualification in Stage Management or equivalent from a recognised establishment, or be able to demonstrate professional training experience;
- Minimum of 1 year experience in theatre stage management teams;
- Knowledge and practical experience of the implementation of current health and safety legislation;
- Excellent IT and administrative skills;
- Experience of computer software including Word, Excel & Office;
- Strong organisational and logistical skills;
- Fitness and stamina to fulfil the requirements of the post including the ability to work at height;
- Ability to create, read, understand & interpret set & prop plans and drawings;
- Excellent communication skills.

DESIRABLE CRITERIA

- First Aid and Health & Safety qualification;
- Prop making skills;
- Experience of touring both medium scale & small scale and internationally;
- Substantial experience of running books in a professional rep environment;
- Hold a valid driving licence;
- Knowledge and experience of wood and/or metal work, including the use of hand and power tools;
- Experience of using photoshop, AutoCAD and other creative applications;
- Competent in score reading, with the ability to call a show from score only.

PERSONAL QUALITIES

Successful applicants will be able to demonstrate the following qualities:

1. Strong inter-personal skills, with excellent written and verbal communication skills.
2. An enthusiastic and flexible approach to work.
3. The ability to plan and manage their own workload.
4. A natural problem solver with the ability to multi-task.
5. The ability to prioritise and plan their time effectively.
6. Punctuality.

HOW TO APPLY

To apply, please submit your **CV** and **Cover Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). Included with your application should be the details of two people, not related to you, to whom references may be obtained (including names, address, email, phone number and occupation). One of your **referees** must be your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form to recruitment@lyrictheatre.co.uk or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

CLOSING DATE

This role is being recruited on a rolling basis, with applications being reviewed as and when they are received until all vacancies have been filled.

SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. Applicants must provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

INTERVIEWS

Interviews will be offered to suitable candidates following review of their application.

DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an Access NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer

We particularly welcome applications from People of the Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.