

Unscene Suffolk seeks Stage Manager

Unscene Suffolk – a community theatre company for adults with visual impairment – is seeking a Stage Manager for its production of *The Greatest Show that Never Happened* which takes place at Ipswich Town Hall in October 2018.

For more information about the company please visit www.unscenesuffolk.co.uk

The Greatest Show that Never Happened is a variety show with a twist. Inspired by a series of workshops into old time Music Hall, our performers have developed their own characters and present a devised musical play through which to showcase their many talents and ideas. The Stage Manager will play an essential role centred around props, and working alongside our team of professional crew and volunteers to ensure the smooth running of the show.

Key dates

- Rehearsals on Thursday afternoons in Ipswich until 20 Sept (already underway). It is not essential for the SM to attend every rehearsal. No rehearsals on 23 & 30 August.
- On-site rehearsals at Ipswich Town Hall on afternoons of 27 September, 4 October.
- Production week:
 - Thursday 11 October – daytime, get-in
 - Friday 12 October – daytime, technical / dress rehearsals
 - Saturday 13 October – afternoon / evening performances
 - Sunday 14 October – early evening performance and evening get-out

Responsibilities

- Attend an initial Production meeting with the Director, Set Designer and Costume Supervisor, to be scheduled for a mutually convenient time in July.
- Attend Thursday workshops as necessary, by agreement with the Workshop Leader. These take place from 1.30-4.30pm on the below dates at the Quaker Meeting House, 39 Fonnereau Rd, Ipswich, IP1 3JH. The Stage Manager is not required to attend every rehearsal.
- Compile a props list including presetting positions.
- In conjunction with the Costume Supervisor, allocate responsibility for specific props, costumes, entrances/exits etc to volunteers who will support our visually impaired actors backstage.
- Take on a backstage, on-stage or technical role as required for the rehearsals and performance.
- Outside of workshops, oversee the sourcing/making of props in conjunction with company members, the director, costume supervisor and set designer, ensuring that these are completed within an agreed budget.

- Attend production meetings (times to be agreed) with the director, costume supervisor and venue staff (if applicable), in order to plan a smooth production week.
- Oversee arrangements for the get-in and get-out of props to the performance space, arranging transportation as required, including the return or disposal of items after the production.
- Attend all sessions during the Production Week as above – exact times to be confirmed

Person Specification

Essential

- Experience of working on theatre productions, either amateur or professional.
- Highly organized.
- Good communicator with own phone and computer.
- Able to work both independently and as part of a team.

Desirable

- Experience of working with disabled people.
- Practical prop-making skills.
- Own car and driving license.
- Knowledge of local prop-sourcing opportunities.

Fees: £1200, payable on receipt of invoice(s) either at the end of the engagement, or in instalments if required.

This is a freelance contract. The Stage Manager is responsible for his/her own tax and national insurance.

To apply, please send a CV and covering letter (explaining why you would like the role and how you fit the Person Specification) to Jenni Elbourne on email@unscenesuffolk.co.uk

Closing date: Friday 6 July 2018 at 5pm