

Unscene Suffolk seeks Technical Stage Manager for *The Tree of Dreams*

Unscene Suffolk - a community theatre company of adults with visual impairment - is seeking a Technical Stage Manager (TSM) for its production of *The Tree of Dreams* at the New Wolsey Studio and touring to community venues in Ipswich in July 2019.

For more information about Unscene Suffolk please visit www.unscenesuffolk.co.uk

Background

The Tree of Dreams is a devised production with a cast of 11 visually impaired actors and 2 sighted volunteers. The show features integrated audio description and beatboxing which will be delivered live over a portable PA system with one or two handheld radio microphones. The show will be performed at the New Wolsey Studio and two community venues. Due to the short setup times and informal nature of the community performances, lighting will not be used apart from a very basic plot at the New Wolsey Studio. The TSM is the only member of technical staff on the production, (working alongside venue technicians at the New Wolsey Studio).

Duties

Liaise with the Production Designer and outgoing stage manager (who will be going on maternity leave in June 2019) regarding completion of all prop sourcing and making. A small amount of prop sourcing / making may need to be undertaken by the TSM.

Attend rehearsals and meetings during May / June (see Key Dates section). Compile a Show Book, document prop setting positions and establish technical requirements.

Liaise with the New Wolsey Theatre technical team to communicate technical requirements in time for their deadline of 24 May.

Make arrangements for the hire of a suitable PA system and microphones, either via the New Wolsey Theatre or an external supplier. Liaise with the Producer regarding the budget for this.

Oversee arrangements for the transportation of props between the rehearsal venue and performance venues, liaising with Unscene Suffolk's volunteers and using his/her own vehicle as required.

Oversee the get-in and fit-up at each venue including prop setting and PA system setup, and basic lighting at the New Wolsey Studio.

During the performance, manage the PA system and/or fulfil another technical role as appropriate.

Oversee the get-out from all venues, ensuring that all company property is removed safely and disposed of as required after the final performance.

Key dates

Flexible according to availability:

2-3 Thursday afternoon workshops in May at the Quaker Meeting House, 39 Fonnereau Rd.

2-3 Thursday afternoon workshops in June at the Quaker Meeting House, 39 Fonnereau Rd.

2 sessions (morning or afternoon) 26 and/or 27 June at the HEG, High Street, Ipswich

Essential:

Thursday 4 July 10.30am – 4.30pm rehearsal at the HEG, High Street, Ipswich

Friday 5 July 9am - 5pm get-in and tech rehearsal at New Wolsey Studio

Saturday 6 July 9am – 9pm

Dress rehearsal and x2 performances at New Wolsey Studio

Tuesday 9 July 12 noon – 4pm

Performance at Avenue Theatre, Gippeswick Park, Ipswich

Wednesday 10 July 4pm – 9pm

Performance at Castle Hill Community Centre, Ipswich

Person Specification

Essential:

Confident theatre technician.

Good communicator, responsive to emails.

Proactive.

Team player.

Enhanced DBS certificate or willing to undergo a DBS check (Unscene Suffolk will arrange this).

Desirable:

Experience working in community settings, and/or with visually impaired people.

Own vehicle which can be used for transportation of props and equipment during touring.

Fee

This is a Freelance role with a total fee of £1250 available.

Travel expenses for touring can be reimbursed.

*To express an interest in this role please email Jenni Elbourne on jenni@unscenesuffolk.co.uk briefly stating your relevant experience and why you are interested in this position. **Deadline Monday 15 April.***