

## **Theatre by the Lake - Company Stage Manager**

We are looking to appoint an experienced CSM to support TBTL's Main Stage Christmas production of *The Borrowers*, adapted for the stage by Theresa Heskins and directed by Zoë Waterman.

### **About the Production:**

Below the floorboards of a large old house, we are plunged into the quirky, wonky, miniature world of young Arrietty and her family of Borrowers.

Making use of anything and everything they find 'upstairs', from cotton buds to postage stamps, the Borrowers are the original up-cyclers. But Arrietty refuses to be boxed in by her family's caution about the big world beyond the floorboards. When she decides to go exploring, she comes across the dreaded Human Beans and nothing will ever be the same again.

Fizzing with acrobatic feats, magical storytelling, and original music, follow us into the Borrowers' hidden world as the Main House at TBTL gets turned into a giant adventure playground for these small yet indomitable folk.

A glorious re-telling of a much-loved childhood favourite which will set imaginations alight at Christmas.

### **About the role:**

The ideal candidate will have at least 2 years' experience of working in a Stage Management role and be able to manage the stage management team, as well as the props and furniture budget, be able to run a busy technical rehearsal and manage a wing during the show.

The CSM will work alongside the DSM and ASM and will have demonstrable Stage Management skills, the ability to work to tight deadlines, receive and act on feedback and direction and possess great communication skills.

### **Rate of Pay:**

£495.77 per week plus relocation, overtime etc. where applicable, as per Equity/UK Theatre Sub Rep agreement for Grade 3 theatres

### **Location:**

Keswick, Cumbria

### **Duties and Responsibilities**

1. To manage the work of the stage management team; recording, monitoring and collating the hours of cast and stage management.
2. In consultation with the Production Manager; liaising with the company, creative and production team to arrange calls and co-ordinate rehearsals and technical rehearsal
3. Alongside the Company Manager; overseeing the pastoral care of the cast and stage management team.
4. To assist in the preparation of the rehearsal space, including the mark up, sourcing of rehearsal props and turnaround of rehearsal spaces;
5. To assist in the sourcing and making of props and furniture for performances as required;
6. To carry out necessary day to day maintenance including the set up and resetting of props, furniture, and costumes as required;
7. To help set up and maintain rehearsal rooms, props and furniture stores;
8. To represent the Theatre's best interests with suppliers, business contacts and the public;

9. To adhere to the Theatre Health & Safety Policy and to current legislation pertaining to the safe operation of theatre activities;
10. Any other duties consistent with the UK Theatre/Equity Agreement, as requested by the CM, Producer or any other member of senior management.

**Key Dates:**

Application deadline – 9am Monday 3 October

Prep Week – from Thursday 20<sup>th</sup> October 2022

Rehearsals begin – 24 October

Fit up – w/c 14 November (exact days tbc)

Tech begins – 21 November

Press Night – 29 November

Final Performance – 14 January 2023

Returns week – w/c 16<sup>th</sup> January 2023 (this week is TBC and may not be required)

End of contract – either Saturday 14<sup>th</sup> January or Wednesday 18<sup>th</sup> January TBC

**Responsible to**

Company Manager/Producer

**Application Process**

What will the hiring process be?

You can apply directly to our recruitment team at [jobs@theatrebythelake.com](mailto:jobs@theatrebythelake.com) enclosing your C.V, a short covering letter (1 page) which gives us an idea of your experience and interest in the role and completed Equal Ops form.

Short interviews (approx. 15 minutes) may take place in the week commencing 3<sup>rd</sup> October 2022

If a CV isn't the best way for you to apply, you can also apply by sending a short video or audio file, telling us about you and your experience.

If you need any support to help you apply, please don't hesitate to get in touch and we will do our best to meet your needs. You can also request an informal chat with our Company Manager Sophie Acreman before making your application.

We are particularly looking for applications from diverse candidates, candidates who identify as living with a disability, and candidates who are currently underrepresented in our industry.

Apply via [jobs@theatrebythelake.com](mailto:jobs@theatrebythelake.com)

**Closing Date: 9am 03/10/22**