

BIRMINGHAM ROYAL BALLET

JOB DESCRIPTION

Job Title:	Deputy Stage Manager
Department:	Technical
Reports to:	Stage Manager
Responsible for:	Assistant Stage Manager
Working principally with:	Technical Departments, Artistic Staff, Company Management, Orchestra Management, Local Venue Staff, Performers
Hours:	48 hours a week, averaged over 52 working weeks

BACKGROUND AND CONTEXT

Birmingham Royal Ballet is one of the world's leading touring ballet companies with 60 amazing dancers and our own orchestra, the Royal Ballet Sinfonia. Our mission is to reach out and move people with great ballet and music. We want to inspire, engage, entertain and educate audiences worldwide and are committed to reaching the widest possible audience regardless of age or social status.

OVERALL PURPOSE OF THE JOB

To work with the Stage Management team and ensure the smooth running of the Department. To facilitate the smooth running of rehearsals and performances in order to achieve the required results of Birmingham Royal Ballet, the Director, conductor and artists in Birmingham and on tour. To support the Stage Manager with efficient liaison between all necessary Technical departments and all connected departments in all aspects of each production, event and general day to day running of the Company. Support any Visiting Guests and Creatives.

KEY RESPONSIBILITIES

• General Support and Duties

To support the Stage Manager with planning and presentation of performances, special events, digital and filming work, learning projects, photoshoots etc as required.

Where necessary, attend any relevant production planning meetings, event planning meetings and any other meetings as required.

Work with and support the Creative Pathways Project (LEAP) where there is crossover to the Stage Management and Technical departments.

Liaise with the Stage Manager and Company Manager in providing safeguarding support for performers in all aspects of rehearsals and performances.

To act as or deputise for, the Stage Manager as required.

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Support the work of BRB2, this to include on occasion the stage managing of performances either alone or shared with the Stage Manager, performing all necessary duties of that role under the guidance of the Stage Manager.

- **Rehearsals**

To assist the Stage Manager in overseeing the smooth and efficient running of rehearsals including communicating with Ballet Staff and any visiting Guests, daily preparing of studios, marking out as required, operating sound, and video equipment, and looking after set, props and rehearsal costumes.

To ensure clear communication of information between the rehearsal room and the Stage Manager. To notate and communicate any necessary information as it pertains to new or existing shows, including any changes, show cues or any other relevant information.

Assist the Stage Management Team with any set up or additional activities in studios, including any guests watching, filming & photography etc

- **Technical Period, Stage Rehearsals & Performances**

Ensure smooth running of performances, specifically cueing the majority of shows from a score or cue plot as required. Otherwise to act as a Duty Stage Manager or ASM to the levels specified by the Stage Manager.

Ensure clear communication between relevant technical personnel in order to facilitate the smooth running of the rehearsals and performances.

Work with the Stage Manager & other relevant Staff to deal with matters of dancer/crew welfare, or emergency show stops as per directed or written procedure.

Working with the Stage Manager, Technical & Artistic Staff to adapt and solve problems at a moment's notice.

Working with Technical & Local Staff to ensure they are aware of their role as it pertains to the cueing of the show and making them aware of any changes that may occur.

Assist the Stage Manager with any non performance activity onstage outside of performances and their requirements & set up, such as daily class onstage, additional rehearsals, backstage tours etc.

Working with the Stage Manager to maintain the artistic integrity and production standards of the performance both at home and on tour when making any necessary adjustments to the performance.

- **Working Practices**

To be flexible, to work varied hours including scheduled performances & events (including evenings, weekends, and bank holidays) and to work on tour as required.

- **Touring**

To perform all preparations and regular duties in a variety of theatres and other venues in the UK and abroad.

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Work with FOH Manager and relevant Local Staff in each venue as required.

Assist the Stage Manager in the coordinating of all miscellaneous items required for tour with Costume, Footwear, Wigs, Jerwood, Company Office, LEAP, Development, Digital Content etc.

To work with the Stage Management Team to manage the local Staff and oversee the loading, unloading and distribution of all items on the Miscellaneous/Costume Trailer as required both on tour and at Thorp St. This to include the collection and distribution of all personal boxes, office boxes, physio equipment and other miscellaneous items as required.

Assist the Stage Manager with any planning or preparation required for foreign tours.

- **Documentation**

To make up and maintain a clear and accurate prompt book, cue list or wing running plots as required.

To be able to competently use a scale rule, accurately read and interpret plans and sections, and have a good knowledge of mark out procedures.

Keep accurate and clear records of performance running details or any other relevant information as may occur.

Make and update relevant technical plots in cooperation with involved departments.

To update relevant records and paperwork for the Stage Management department.

Have a working knowledge of Company online systems such as Cascade, Team up, My Compliance, ExpenseIn etc. and any associated forms and protocols.

- **Health and Safety**

Understand and work within the relevant Health and Safety legislation and Company procedures, including accident reporting procedures.

Be able to move, carry and lift items as necessary within the Health and Safety guidelines. This to include props, some elements of scenery and miscellaneous equipment, etc.

Undertake dynamic risk assessment.

Promote a pro active safety culture in all working areas.

To have a working knowledge of the function and capability of the systems in use in the Hippodrome Theatre and other touring venues visited.

To support Health and Safety administrative duties if required.

- **Props, Furniture, Armoury and Costume**

Liaise with the Stage Manager and Technical Department to assist in the acquiring and upkeep of props, armoury and furniture when required to do so.

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Assist the Stage Management Team to ensure props, armoury and furniture are set correctly for rehearsals and performances as required.

Assist the Stage Management Team with ensuring costume items are available for studio rehearsals as required.

To communicate to the Stage Manager, notes concerning items as they affect the production.

- **Team Support**

Cooperate and assist in day to day scheduling and planning of all activities required for the department.

Communicate to managers when asked, any necessary information and ensure appropriate records are maintained.

Maintain close liaison with all departments as required.

Undertake training and assessment, and train and assess others as required.

Work with the Stage Management team on the continuous improvement of departmental practise and procedures as effected by any changes with the Company infrastructure or working practises.

ESSENTIAL ATTRIBUTES

- Strong score reading skills.
- Experience of working on large-scale productions.
- Previous touring experience.
- Previous stage management work in dance or opera.
- High level of prompt book preparation and documentation capabilities.
- Excellent organisational and communication skills.
- Ability to work in a highly pressurized environment
- Ability to be flexible and adapt at short notice.
- Able to actively plan and prioritise tasks.
- Self-motivated and able to work with a variety of other departments with a good use of diplomacy.
- Knowledge of current Health and Safety protocols and practices.
- Excellent IT skills, including Microsoft Office.

DESIRABLE ATTRIBUTES

- Good understanding of ballet related skills, repertoire and terminology.
- Degree or equivalent qualification in Stage Management and Technical Theatre.
- First aid qualification.
- Experience of international touring.
- Minimum 1 year experience of working on large-scale productions.
- Experience of running and managing stage rehearsals
- Good leadership potential

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.

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