

## JOB DESCRIPTION



<b>Job Title:</b>	<b>Resident Deputy Stage Manager</b>
<b>Responsible to</b>	<b>Resident Stage Manager</b>
<b>Location:</b>	<b>Scottish Opera Production Studios and on tour</b>
<b>Main purpose of job</b>  As part of the Stage Management team, the Resident Deputy Stage Manager will play an important role in delivering our world class productions to the highest possible standards in a safe, efficient and respectful working environment.  The Deputy Stage Manager will be primarily responsible for creating and maintaining accurate prompt scores for each Scottish Opera production. They will be expected to deputise for the Stage Manager when necessary, during rehearsals and performances as well as assisting with other related departmental activities.	
<b>Key accountabilities –</b>  <b><u>Stage Management</u></b> <ul style="list-style-type: none"><li>• Be primarily responsible for marking-up and maintaining an accurate prompt score during production and technical rehearsals.</li><li>• Assist the Stage Manager to ensure rehearsals run to the schedule on the daily call sheet and that the appropriate breaks are taken during and between sessions. Record any break infringements that occur for members of the stage management team.</li><li>• During rehearsals prepare and update accurate stage management running plots in conjunction with the Stage Manager and Assistant Stage Manager(s).</li><li>• At the end of each day's production rehearsals collate technical rehearsal notes arising from that day's activities for distribution to the creative team and technical departments.</li><li>• Prepare and maintain relevant technical running plots in co-operation with the departments involved.</li><li>• Attend production meetings during the rehearsal period as required by the Stage Manager.</li><li>• Be primarily responsible for cueing each technical rehearsal and performance from the prompt desk.</li><li>• Provide accurate records of performance running times or other relevant details to the Stage Manager for inclusion in the show reports.</li><li>• Deputise for the Stage Manager in his/her absence ensuring production standards are</li></ul>	

maintained throughout the rehearsal and performance period.

- Assist the Stage Manager in day-to-day planning and scheduling of all Stage Management activities.
- At the end of a tour assist with the archiving of all stage management information including prompt score, running plots, technical plots and technical staff requirements ensuring the accurate records are retained for future revivals and rentals.

### **Departmental Administration**

- Provide regular progress reports and updates to the Stage Manager, alerting him/her to potential problems at the earliest possible stage.
- Carry out administration efficiently ensuring accurate and complete records are maintained
- Ensure accurate records of performance running details, relevant technical plots and other departmental information, is maintained

### **Health & Safety**

- Promote awareness of Health & Safety requirements, ensuring correct working methods and safe working practices are adhered to by all personnel involved in production activities.
- Understand, enforce and work within the relevant Health & Safety legislation and procedures as set out in the Company's Health and Safety Policy.
- Assist the Production Manager and Stage Manager with the preparation of risk assessments and keep under review as part of the rehearsal/performance process.

### **Staffing**

- Supervise and manage ASM's in rehearsal when required
- Maintain high levels of communication and liaison with all departments at all levels as required
- Ensure all Company policies and Union agreements (EQUITY and MUSICIANS UNION) are understood and implemented

### **Other**

- Attend and participate in meetings as required
- Drive Company vehicles such as cars or small vans as required
- Undertake relevant training as required by the Company

### **Key Relationships**

#### **Internal**

Technical Department  
Music Department  
Planning Department

#### **External**

Directors  
Producers  
Set and Costume Designers  
Lighting Designers  
Guest singers and conductors

### **Performance Indicators**

Level of accuracy and attention to detail in the creating the prompt score and related records for each Scottish Opera production.  
Quality of production standards throughout the rehearsal and performance period  
Quality of interaction and influencing skills both internally within Scottish Opera and externally with Directors and Producers

## **Capability Profile**

### **Qualifications**

Completion of industry recognised training qualification from an accredited National Council for Drama Training college, school or university.

### **Knowledge & Experience**

- At least 5 years' experience working as Deputy Stage Manager is essential
- Excellent organisation and communication skills, written and verbal
- Demonstrate ability to work with creative and technical personnel and performers
- Ability to follow a vocal score and give cues from score to an opera/ballet standard
- Previous experience of cueing large-scale theatrical productions essential
- Ability to work under pressure, using tact, diplomacy and flexibility
- IT literate – knowledge of Microsoft Word and Excel an advantage
- Up to date knowledge of EQUITY and MUSICIANS UNION agreements
- Experience of working in large scale ensemble companies an advantage
- Full driving licence preferable
- Knowledge of Health & Safety legislation and practices an advantage

### **Practical Skills**

#### Team Working

Ability to work with creative teams, artists and technical staff to ensure a safe, efficient and respectful working environment.

#### Resilience

Ability to remain calm under pressure during rehearsals and performances.

#### Quality Focussed

Ensure production standards are maintained and successfully implemented

#### Interpersonal Skills

Excellent organisation and communications skills, written and oral

#### Disposition/Attitude

Takes a diplomatic approach and remains calm under pressure

#### Additional Information

Will be required to work evenings and weekends as dictated by rehearsal and performance schedule

This post may be subject to satisfactory checks under the Disclosure Scotland Act

May be required to tour in the UK and abroad

The post holder may be required to undergo first aid training

Driving may be required as part of the duties of this role

---

**GENERAL TERMS & CONDITIONS:**

Hours: Based on an average of 48 hours per week worked Monday to Saturday and normally scheduled during the hours of 9.00 am to 11.00 pm

Salary: Salary is paid monthly on the 27<sup>th</sup> of each month.

Holiday Entitlement: 25 days per annum pro rata