

Deputy Stage Manager

Job Description – December 2023

Regent's Park Open Air Theatre are looking to recruit Deputy Stage Managers to be part of our 2024 season who will have complete oversight of the production and be the key contact for all company and staff in rehearsals and performance.



The role involves:

- To sit in all rehearsals and compile the show book, including taking blocking, rehearsal notes, setting lists and running lists.
- To call the production from the show book that you have compiled as part of the rehearsal process.
- To be responsible for the running of rehearsals and to ensure relevant information is effectively communicated to the acting company, creative team and technical departments.
- To work closely with the Company Stage Manager and Directors to schedule and co-ordinate rehearsals, and to ensure the rehearsal room or stage is set-up appropriately prior to their commencement.
- To liaise with the Assistant Stage Managers and Props Supervisor regarding furniture and prop requirements in rehearsal.
- To assist the Company Manager in the pastoral care of the acting company and to communicate issues as they arise.
- To ensure that all relevant paperwork and documentation is undertaken and that prompt books, files and plots are correctly written up, amended and distributed as required.
- To carry out careful observation and have an active involvement in all production related risk assessments.
- To carry out all other duties normally associated with the role of Deputy Stage Manager on a first-class play or musical.
- To create and encourage a supportive and positive backstage environment for the cast and crew.
- To be an active member of the team, working to support and assist staff in all other departments and providing support and assistance as needed.
- To represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.

- To comply with all company policies and undertake any other reasonable duties as required by the Company Stage Manager or senior management.

Person Specification

- Proven experience as Deputy Stage Manager on large-scale productions or within a similar sized organisation.
- Flexible and self-motivated with the ability to work well with creative teams, actors, and other technical staff.
- A calm and practical approach to technical trouble-shooting.
- Ability to work under pressure.
- Ability to lead and organise staff, with empathy and discretion.
- Excellent communication and organisational skills.
- Understanding and commitment to equity, diversity and inclusion.
- A passion for Regent's Park Open Air Theatre and the work we produce.

Terms & Conditions

Job Title:	Deputy Stage Manager
Responsible to:	Company Stage Manager Director of Production Director of Artistic Planning & Administration
Contract:	Fixed term. Various contracts available between 25 th March – 21st September 2024. Contracts based on UK Theatre Commercial Equity agreement.
Basic Working Hours:	Average of 43 hours per week across length of contract. Weekend and evening work will be required.
Work Base:	Regent's Park Open Air Theatre, Stage Door Gate, Inner Circle, Regent's Park, London, NW1 4NU
Salary:	Circa. £700 per week, paid weekly by PAYE.
Benefits:	Contributory pension scheme. Two complimentary tickets for each of the summer season's lead productions.

Staff discount at the theatre's bar and catering outlets.

Annual Leave: Due to the nature of this contract, successful applicants will not be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.

Notice Period: 1 month.

Probationary Period: 1 month.