



Job Description

DEPUTY STAGE MANAGER (SHOW CONTROLLER)

Reports to Company Stage Manager, General Manager, Production Manager and Producers

Show

The world-renowned, Olivier nominated, immersive, smash hit, will once again open at its new home, LABYRINTH Waterloo. With even more twists and turns for 2022, *Alice's Adventures Underground* is a fusion of storytelling, music, circus, puppetry and spectacle.

LABYRINTH Waterloo will also be home to the children's show which will feature the same innovative, immersive style as *Alice's Adventures Underground* but will be aimed at a family audience.

Purpose of Job

The Deputy Stage Manager (Show Controller) will assist in managing the day to day running of Alice's Adventures Underground throughout rehearsals and performances. They will work closely with the Stage Manager to call the show, run show plots, schedule/run rehearsals, and plan/supervise maintenance calls. They will ensure the coordination and care of the company and be a crucial point of liaison between teams on the project.

Duties and responsibilities include, but not limited to:

- Call each performance, noting any issues and inconsistencies in the performance.
- Deputise for the Company Stage Manager where necessary, performing stage management plots including the supervision and management of the stage management team.
- To ensure the rehearsal periods run smoothly and that cast and creatives are suitably supported.
- Produce concise rehearsal notes on a daily basis and document the rehearsal process including blocking, entrances and exits, cues, and costume changes.
- Create, manage and track audience routes and actor 'on stage' and back stage plots.
- To ensure relevant information is effectively communicated to the acting company, creative team and technical departments,
- Work collaboratively with all other departments, including the technical team, to ensure the smooth running of the show.
- To work closely with the SM to schedule and coordinate rehearsals and to ensure the weekly schedule is sent out promptly and accurately.
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times.
- Schedule and attend rehearsal, technical, dress and understudy rehearsals as required.
- Ensure that work materials and all stage management equipment and areas are kept in a tidy and secured manner.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Comply with the Manager's Health and Safety policies and other policies at all times.
- Other duties as required by the CSM and Production Manager.

Person Specification

The post-holder must have the following:

- Experience as a Deputy Stage Manager calling a show.
- Experience of large scale theatrical productions
- Experience creating detailed production paperwork
- Experience with complex scheduling
- Ability to manage a team and cover for the Company Stage Manager when necessary
- Experience of quick turnarounds between performances.
- General theatrical lighting and sound experience
- Problem solving ability and ability to work under pressure
- The ability to maintain a calm and positive attitude.
- Excellent communication and people skills.
- A proactive approach to work.

Desirable

- Experience with immersive or site specific theatre
- Experience working with time code
- Able to demonstrate tact, diplomacy and discretion.
- Able to demonstrate administrative efficiency.
- First Aid trained.

Smoking Policy Please note that the usual place of work, Labyrinth Waterloo, is a no-smoking building.

Alcohol Policy All staff are expected to remain alcohol free during working hours and take personal responsibility for presenting themselves in a fit state for work i.e. alcohol free.

Outline of Terms and Conditions

TITLE OF POST: Deputy Stage Manager

START DATE: 23rd January 2023

PROBATIONARY PERIOD: 3 Months

CONTRACT LENGTH Ending Autumn 2023



Application Procedure

To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to jobs@mrluk.com by **5pm 19th October** (quoting DSM in the subject line).

We are committed to embracing diversity and inclusion across all departments, flexible working practices will be considered.