



Role: TOURING COMPANY STAGE MANAGER

Production: A Midsummer Night's Dream

Reporting to: Artistic Director

Principal working relationships: Artistic Director, Actors, Creative team, Venue managers, Third-party suppliers

Dates: Rehearsals - London: 15th April – 18th May (not required full time during this period, exact required dates to be confirmed)
Technical Rehearsals – Brighton: 20th – 23rd May
Tour: 23rd May – 23rd September

About The Lord Chamberlain's Men:

Founded in 2004 The Lord Chamberlain's Men have established themselves as a leading company in open air theatre. TLCM is the 21st century reincarnation of Shakespeare's original company and follow the principles that he followed; all male casts performing his greatest plays in the open air with Elizabethan costume, music and dance. We have brought our popular and authentic brand of Shakespeare to hundreds of venues and more than 200,000 audience members since the company's inception.

With an artistic focus based on the guiding principles of Authenticity, Excellence and Magic the company are renowned for high-quality productions and have a cherished reputation with venues and venue managers for their high-standards and excellent relationships. The company still tours to many of the venues they toured to in their first year.

With significant plans to develop and grow this is a brilliant opportunity to work for a company with a great track-record, a strong sense of history and an exciting future.

About the tour:

From Cornwall to Yorkshire, from the west of Wales to Norfolk the TLCM tour covers the vast majority of the UK before heading into mainland Europe in September. Staying at most venues for a single performance and with 5 or 6 shows a week the tour is extensive and hard work. We play at some of the country's most beautiful and historically significant properties including (amongst many others): Cardiff Castle, Norwich Cathedral and Chatsworth. Given the number of performances across the wide number of venues there is a great deal

of driving and a get in and get out in the same day is the schedule for more than 90% of the dates. The company leaves from and returns to London every week.

About the role:

To support the Director/Producer and manage the cast, ensuring the efficient running of the tour. To assist and support the actors in all aspects of the tour, including (but not limited to): get ins, get outs, maintenance, driving of company vehicles and liaising with venue managers. To support the Director during some of the rehearsal period and for all of the production week/technical rehearsal.

Person Specification:

You have the drive to make things happen and recognise that extraordinary achievements require extraordinary effort. You enjoy working in a team and are a great 'people person'. You have initiative, a sense of adventure and a can-do spirit. You're organised, reliable and quick to learn. You are a regular attendee at arts or cultural events. You are passionate about the arts and are excited about working with artists and looking after the needs of a production on a wide-reaching tour.

Key Responsibilities (including but not limited to):

Rehearsals:

- To attend rehearsals/production meetings, as required, to assist in the install and build of the set and to integrate with the company. Dates to be confirmed, maximum 5 days throughout the rehearsal period paid on a pro rata basis.
- To source any additional items and materials required for the production as requested by the Director and Designer, within the budget as agreed.
- To help co-ordinate with external suppliers to assist with the production of the show.
- To provide full technical support for the install and mounting/running of the production during the technical rehearsals.

Tour:

- To support and be responsible for the cast during the tour.
- To ensure that all set, costume and props are kept in a tidy, clean and orderly manner and well maintained.
- To drive one of the company vehicles.
- To liaise with the venue managers regarding all elements of the touring performance.
- To be an outstanding ambassador for the company at all times.

Other:

- To liaise between the company and the Artistic Director.
- To provide appropriate care and support to the company as required.
- To undertake any other appropriate duties pertaining to the running of the tour which the Artistic Director may allocate.

Essential skills/qualities:

- Demonstrable ability to perform the Key Responsibilities listed above.
- An organised, proactive and flexible approach.
- An ability to make decisions and remain calm under pressure.
- Dedicated and committed with excellent focus and organisational skills.
- Experience of managing at least one other team member.
- Ability to be creative and resourceful in problem solving.
- Full UK driving licence.
- Good team player.
- Excellent people skills.
- Honesty, integrity and good communication skills.

Desirable skills/qualities:

- London base. Please note that a relocation fee will not be paid.
- First Aid trained (although full training will be undertaken).
- Confidence working with technical aspects of theatre and/or a knowledge of electrics and/or carpentry.
- An enjoyment of heritage sites and outdoor pursuits.

With a mix of technical, interpersonal and produciorial tasks this unique job requires a unique candidate. For the right person, this position will be an excellent challenge and could lead to a long association with a company on the up and looking to expand.

Fee:

£510 per week. The weekly fee is a company rate above Equity outdoor touring weekly minimum. All accommodation and travel during the tour is provided by the company.

How to apply:

1. Read this document carefully and thoroughly.
2. Complete the Application Form.
3. Complete the Equal Opportunities Monitoring Form.
4. Email pdf copies of the Application Form and Equal Opportunities Monitoring Form to info@tlcm.co.uk with the subject heading: **TOURING COMPANY STAGE MANAGER.**
5. We will acknowledge receipt of your application.
6. We will contact all applicants before the interview stage and notify you if you have or have not been selected for an interview with as much notice as possible.

Application deadline: 12 noon Wednesday 9th January 2019

Interview date: Friday 18th January 2019

Please note you **must** be available for the interview date.