

Job Description

Job title	Stage Management Technician
School / department	London College of Music
Grade	4
Line manager	Theatre Technical Manager
Responsible for	N/A

Main purpose of the job

The post holder will provide stage management support to a range of live events at London College of Music, with a particular specialism in delivering stage management for theatre productions.

Working in a vital role in the production team, the post would require a firm commitment throughout the theatre production cycle, from rehearsals and regular production meetings, to get-ins, leading dress and technical rehearsals, as well as backstage SM duties during live performances

The post would work closely with the Theatre Technical Manager to ensure efficient and effective communication between the various production departments, and would assist with procurement or fabrication of props, furniture and other relevant materials for the production cycle.

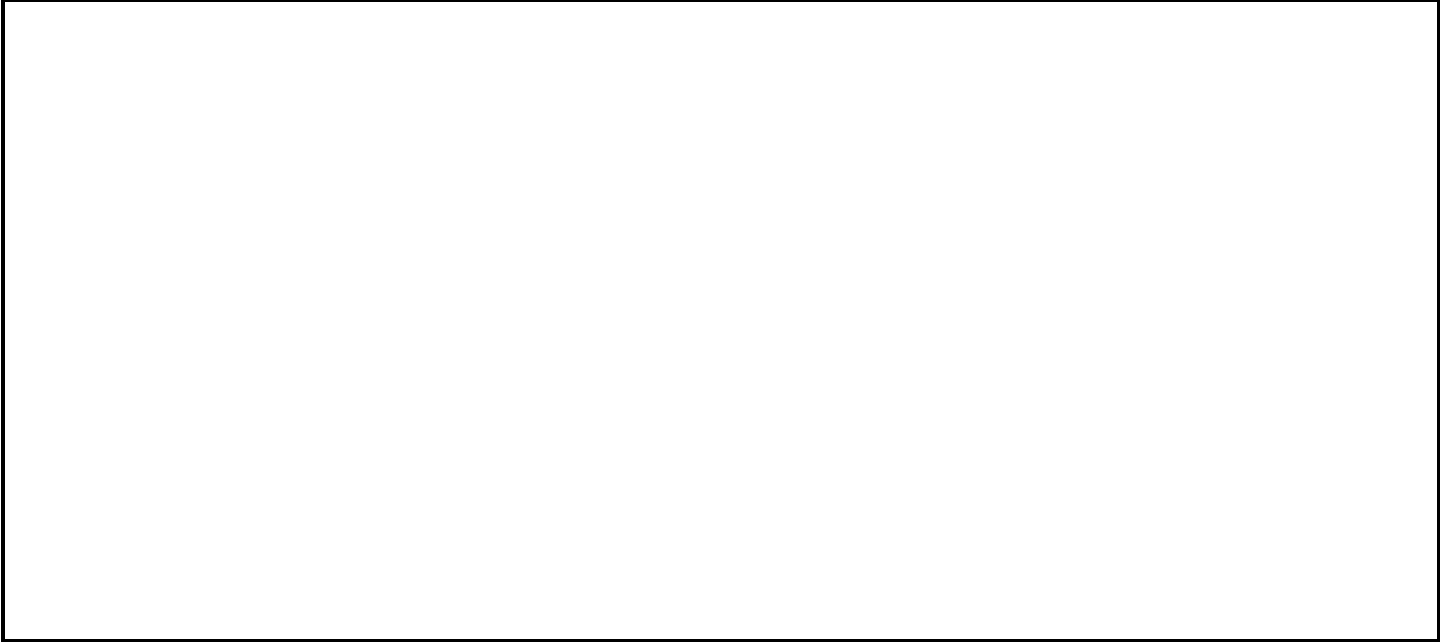
The ideal candidate would have additional skills in scenic construction and painting, to support the set designer as necessary, and solid, basic technical theatre skills to support technical fit ups. A full, clean driving licence would be preferable in order to assist with collecting set, costume or props for the productions

Working hours are flexible from 9am until 10pm Monday to Friday, however regular weekend work will be required. Hours worked outside of the contracted 35 hours per week will be accrued as time off in lieu (TOIL), to be taken at a later date.

Key areas of responsibility

- Procurement and fabrication of Props and furnishing for LCM productions
- Accurate marking up of rehearsals rooms to set designer's specification
- Overseeing and directing backstage health and safety.
- Coordinating relevant requests from the various departments under pressure and keep to a deadline.
- Assisting with production get in process, including construction and installation of stages and sets as part of the larger technical team.
- Working in compliance with Health and Safety regulations to ensure a safe working environment in LCM performance venues
- Setup and operation of basic Lighting, Sound and AV systems as required.
- Ensuring that students comply with theatre and production rules and regulations.
- Management and organisation of the LCM prop store.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.



Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Degree in a relevant discipline and/or extensive professional experience.	Recognised Health and Safety qualification relevant to the role.
Knowledge and experience	<p>Strong experience in stage management, procurement and construction of rehearsal and show props.</p> <p>Accurate marking up of spaces to designers plan.</p> <p>Knowledge and Experience overseeing and promoting backstage health and safety</p> <p>Knowledge and experience of basic technical theatre, including setup and operation of simple LX, Sound and AV systems</p> <p>Experience of basic theatre set construction/installation.</p>	
Specific skills to the job	<p>Ability to manage a stage production, through rehearsal to performance.</p> <p>Ability to work independently to tight deadlines and under pressure.</p> <p>Ability to assist with construction and installation of basic theatre sets</p> <p>Ability to assist with all aspects of production get-in processes.</p>	<p>Full, clean driving license</p> <p>Carpentry/scenic construction skills</p> <p>Scenic painting experience</p>
General skills	<p>Good communicator</p> <p>Self motivated and able to work independently under pressure</p>	

<p style="text-align: center;">Other</p>	<p>Physical ability to build modular staging and move stage sets and elements as required.</p>	
<p>Disclosure and Barring Scheme</p>	<p>This post does not require a DBS check</p>	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.