

## **Role Outline: Stage Management Department Placement**

- Responsible to:** Head of Company Management, Show specific Stage Manager  
HR Projects Coordinator
- Liaises with:** Deputy Stage Manager, Assistant Stage Manager, Production Manager, all NT Production and Technical departments  
Director and Creative Team, Actors and performers
- Guidance from:** Head and Deputy Head of Company Management, Stage Manager,  
Deputy Stage Manager, Assistant Stage Manager.  
HR Projects Coordinator

### **The National Theatre**

The National Theatre is dedicated to making the very best theatre and sharing it with as many people as possible.

In its three theatres on the South Bank in London we stage up to 30 new shows a year. The work we make strives to be as open, as diverse, as collaborative and as national as possible. We want to inspire artists and audiences to think in new ways, to constantly re-imagine the act of making theatre.

The National's work is also seen on tour throughout the UK and internationally, and in collaborations and co-productions with regional theatres. Popular shows transfer to the West End and occasionally to Broadway; and through the National Theatre Live programme we broadcast to 2,000 cinemas in 52 countries around the world.

Our extensive Learning programme offers talks, events and workshops for people of all ages, and reaches nationwide through programmes such as Connections, our annual festival of new plays for schools and youth theatres. *National Theatre: On Demand In Schools* offers six acclaimed, curriculum-linked productions free to stream on demand in every secondary school in the country. Online, you'll find a rich variety of innovative digital content on every aspect of theatre.

### **Department Background**

The Stage Management Department principles are based on working co-operatively, respecting your fellow colleagues and maintaining high standards of professional behaviour at all times. The Stage Management Department aims to provide a friendly, polite and good-humoured working environment by obeying these important principles, to create a welcoming and exciting atmosphere, not only for individual members but for the department as a whole.

### **The make-up of the Department**

The Stage Management department is led and overseen by the Head and Deputy Head of Company Management.

The Stage Management Department is made up of several Stage Managers, Deputy Stage Managers, Assistant Stage Managers. There is a mixture of permanent and fixed term staff, with an approximate total of 25-30 staff making up the department at any one time.

The staff are split in to Show Teams as the department oversees the stage management of all of the shows at the National Theatre. The size of the Stage Management Show Teams ranges from teams of 3 to teams of 5.

### **The Placement**

Stage Management placements will last approx. 6 weeks to allow candidates to experience the production process from mid-rehearsals, through technical rehearsals to the press night and understudy rehearsals of one show. Opportunity to shadow on all Stage Management positions will be given over the duration of the placement.

Placement hours are approximately 10am-6pm, Monday to Friday, but with some flexibility including occasional Saturday hours. Longer hours will be needed when in technical rehearsal and preview periods. The hours of work will be set daily by the Show Stage Manager.

Candidates will be expected to arrive to work on time; have a positive and up-beat attitude and approach to the placement. Candidates are welcome to use quieter periods during rehearsals to work on their own coursework but this has to be agreed by their Show Stage Manager.

Candidates are expected to remain flexible and contribute to the requirements of the production whenever possible, even when not specifically listed in the tasks / responsibilities below.

### **Likely Tasks/Responsibilities**

1. Assist the Stage Management team during rehearsals on the assigned show:

- Assist the ASMs in the daily set up of the rehearsal room including setting props and furniture for scenes to be rehearsed; correct placement and set up of props on prop tables and rehearsal costumes.
- With the ASMs, help the performers to be in the correct places to enter the stage at the correct times with the correct props and costumes.
- Help the Stage Management team to source any specific requests from the Director or the Creative team, as needed for the smooth running of rehearsals. This duty is likely to be last-minute and require quick action.

- With the ASMs, work with the Props and Costume supervisors to make sure the correct information is reaching them from the rehearsal room.
- With the ASMs you will be asked to help compile the daily rehearsal notes.
- Assist the ASMs to create and thoroughly maintain the paperwork and documentation of props setting, running and maintenance.
- Undertake administrative tasks like taking minutes/typing up notes or schedules.
- Carry out show research as required.
- Attend weekly production meetings. During these meeting you will be required to listen to the overall development of the production process as a whole and note down anything that relates to Stage Management running rehearsals or the running of the show.
- Carry out any other general stage management duties/work as required to ensure the smooth running of the rehearsals.

2. Assist the Stage Management Team during the technical rehearsals and preview performances on the assigned show:

- Help set up dressing rooms & stage noticeboards.
- Help the Stage Management team set up for all technical rehearsals, preview rehearsals & preview performances, including checking all props and furniture, props tables, wings and on stage areas are set correctly for the start of each session or performance.
- Assist the ASMs in ensuring the smooth running of rehearsals onstage including the safe running of a wing or their ASM plot.
- Assist the ASMs in maintaining the props to a high standard and liaise with the Props Supervisor when something changes or needs repairing.
- Carry out any other general stage management duties/work as required to ensure the smooth running of technical/ preview rehearsals and preview performances.

2a. Opportunity to shadow Stage Manager, Deputy Stage Manager and Assistant Stage Manager when in technical rehearsals and preview performances

- During the course of the placement, the candidate will shadow the Deputy Stage Manager from the show call desk during a technical rehearsal or preview performance.
- Where appropriate (this is show specific) the candidate will shadow an Assistant Stage Manager and the Stage Manager whilst running their show plots for a preview performance.

3. Assist in the day to day maintenance of the Stage Management Office and Department:

- Assist in maintaining stationery supplies including IT consumables
- Assist in general office housekeeping
- Attend any departmental meetings.

### **Person Specification**

1. Excellent communicator with aspiration for a career in technical theatre, preferably in Stage Management.
2. Strong organiser with ability to manage and prioritise a demanding task list and confident in time management skills.
3. The ability to demonstrate a high level of initiative, attention to detail and thoroughness.
4. Resilient and with the ability to listen and communicate well.
5. Exceptional track record in reliability and punctuality.
6. Demonstrably enthusiastic, energetic and proactive in carrying out all tasks in relation to Stage Management.
7. Be willing and able to work as part of a team and to respond to instructions

### **Ideal Preparatory Qualifications & Experience**

1. Either be in second or third year of a relevant course in Technical Theatre or have equivalent experience
2. Intermediate computer literacy.

Applications should be made via the question sheet available on <https://www.nationaltheatre.org.uk/about-the-national-theatre/careers/work-placements>

All question sheets should be submitted to [workplacements@nationaltheatre.org.uk](mailto:workplacements@nationaltheatre.org.uk)