



JOB DESCRIPTION Company Stage Manager FIXED TERM Spring 2022 – March 2023

Post:	Company Stage Manager FIXED TERM Spring 2022 – March 2023
Employer:	Hull Truck Theatre
Department:	Production
Line Manager:	Head of Production and Technical
Reports to:	Head of Production and Technical / Artistic Director
Report From:	Deputy / Assistant Stage Managers
Grade:	HOD

Job Description:

To provide high quality stage management support on our programme of events which includes, though not exclusively, all the work of Hull Truck Theatre (HTT) in performance or rehearsal, visiting companies including one-night performances, co-productions, Creative Learning activity, corporate events, workshops/development projects at HTT and at any other venue, or on tour.

Individual Responsibilities:

Production

- To undertake role of Company Stage Manager on all HTT productions and co-productions including all community and creative learning projects.
- Oversee the delivery of stage management services within Hull Truck including the setting up and running of rehearsals and productions.
- Working alongside the Head of Production and Technical to ensure all rehearsals and productions adhere to latest Health and Safety regulations, HTT's health and safety policy and working practices.
- To support the Head of Production and Technical in the creation of all production risk assessments.
- To support performances within Hull Truck as required including undertaking Duty Stage Manager role.
- To be a senior member of the production team available to visiting companies and to undertake health and safety inductions on arrival.



- To manage the theatre's rehearsal spaces and ensure they are well prepared and safe environments.
- To manage the theatre's props and furniture stores.
- Source and book additional rehearsal space as required.
- Check show reports and ensure any relevant repair or maintenance needed is carried out in a timely way.
- Lead on the creation/sourcing of all staging and props as required.
- Support and assist freelance set designers.

Administration and Finance

- To undertake the line management of Deputy and Assistant Stage Managers.
- Attend meetings as required.
- To work in a spirit of co-operation with other departments.
- Operate within systems of financial accountability for expenditure as set by the Head of Production & Technical.
- Undertake production department admin tasks as required by Head of Production and Technical.
- To manage the organisation of company calls under relevant union agreements.
- Monitor and control overtime as required and take responsibility for the processing of timesheets for company.

General

- To deputise for the Head of Production and Technical in their absence.
- To attend training courses and meetings as required.
- To undertake and assist in other areas of the Productions department's work that may lie outside these principle functions.
- Complete any other delegated task that may assist the company in achieving its business objectives. Such tasks will not be of an unreasonable nature and shall be commensurate with the level of the post.
- To promote and comply with current legislation and Hull Truck Theatre's policies on Equality, Diversity and Health & Safety including the dignity at work policy.
- The Health and Safety at Work Act and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Company's Health and Safety Policy.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of Hull Truck Theatre
- The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulation. Confidentiality must be maintained at all times.
- The above accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

Person specification:

Essential



- Experience of Company Stage Management within a producing theatre.
- IT literate including the use of Microsoft Office suite of applications.
- Proven experience of managing budgets.
- Strong organisational skills and the ability to prioritise workload.
- To be level headed and the ability to work calmly under pressure and to deadlines.
- Experience of working with creative teams within a producing theatre environment.
- Ability to communicate effectively with a wide range of people including artists, creative teams and young people.
- Ability to work with others to collectively achieve the goals of the team.
- Working knowledge of Health & Safety procedures and its implications in a theatre environment.
- Self-motivated and resourceful with a solution led outlook.
- Adaptable, flexible, with a practical approach to problem solving.

Desirable

- Experience of working with co-producing partners
- Experience of touring mid-scale work.
- Experience of working alongside creative learning and community projects.
- Ability to read and understand technical drawings and ground plans.
- Full clean driving licence, including experience driving vans.
- First Aid qualification.

Terms and Conditions:

- This is a full-time fixed term position from Spring 2022 (By April latest) – March 2023.
- There will be regular evening and weekend work. The post-holder will be expected to offer reasonable flexibility in their working arrangements where it is considered necessary to undertake the duties they have been employed to perform.
- The normal hours of work will be 1950 hours annualised over each year excluding meal breaks, this equates to a 37.5 hour normal working week.
- This is Head of Department Grade post. The salary after completion of probation will be c £23,000 - £25,000 per annum, starting salary to be agreed. Which will be paid monthly in arrears.
- Premium time payment will be made for Sunday working or working between Midnight and 8am.
- There is a probation period of 3 months during which time the notice period is 1 month. After confirmation of appointment the employee is required to give 2 months' written notice to the company, and the company will give 1-month written notice to the employee, and after 4 years' service one additional week's notice for each additional year of continuous service thereafter up to a maximum of 12 weeks.
- Holiday – 28 days per annum (including public holidays) rising by one day per every complete year worked, to a maximum annual holiday entitlement of 33 days. The theatre is open over Christmas/New Year (except Christmas Day and New Year's Day) and all departments are required to be staffed during normal working hours during this time.
- Hull Truck operates an auto enrolment pension scheme through Now Pensions. Further details are available.



- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK.
- Staff are entitled to tickets for shows, subject to conditions and discount at the Theatre's catering operations.
- Hull Truck Theatre's staff handbook outlines the terms on sick pay, maternity leave/pay, paternity leave/pay, grievance/discipline and all other relevant staff matters.
- **Flexible working requests welcomed.**

Inclusion and Equality:

At Hull Truck Theatre we want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work. We actively seek and encourage applications from those under-represented within our sector and welcome opportunities to facilitate job shares and flexible working to ensure our recruitment process and workforce is as open and accessible as possible.

Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact.

Deadline for applications is Monday 6th December 2021
Interviews will be week commencing 13th December 2021

Background Information

Hull Truck Theatre

In Summer 2013 Mark Babych (Artistic Director) and Janthi Mills-Ward (Executive Director) joined Hull Truck Theatre as the new Executive Team. A new refreshed artistic programme prides itself on delivery of QUALITY, intelligent and imaginative work with a powerful NORTHERN VOICE. Through an extensive community engagement programme and commitment to growing the next generation of exceptional talent, Hull Truck Theatre uses its unique resources to bring local people, artists and audiences closer together. We tell extraordinary human stories that offer fresh and imaginative perspectives on the world, presenting each project to the highest artistic standards and encouraging the growth of people and ideas.

Hull Truck Theatre was a lead partner in Hull2017 the UK City of Culture. The theatre delivered an exceptional year of drama with 7 new commissions, including partnerships with the Royal Shakespeare Company, Northern Broadsides and The Market Theatre Johannesburg and over 88,000 thousand people seeing the theatres work, an increase of almost 20,000 on the previous year, and of which 45% were first time visitors to the theatre.

Recent awards include: The Arts and Culture Award at the White Rose Awards (2017 and 2016); Most Welcoming Theatre in Yorkshire in the UK Theatre Awards (2016); Cultural

Venue of the Year in the Hull Lifestyle Awards (2017); and the Remarkable Visitor Attraction in REYTA's (2016).

Vision

A pioneering theatre with a unique Northern Voice, locally rooted, global in outlook, inspiring artists, audiences and communities to reach their greatest potential.

Mission

To produce and present inspiring theatre that reflects the diversity of a modern Britain. We provide the resources, space and support to grow people and ideas. We are an ambassador for our city, a flagship for our region and a welcoming home for our communities.

Values

INCLUSION

We make enjoyable and enriching theatre that reflects the diversity of our nation.
We champion close contact with the arts to build a better, fairer and just society.
We provide a safe and welcoming environment for all to enjoy and be inspired by theatre.
We embed equality of opportunity throughout our organization, regularly evaluating our work to ensure best practice.

INNOVATION

We use our talent and resources to grow people and ideas.
We work with exceptional artists to refresh and re-imagine great theatre.
We fire the imagination, raise aspiration and transform lives.
We develop new pathways to overcome social and economic barriers to participation.
We creatively respond and adapt to change, embrace new thinking when tackling obstacles and adopt imaginative solutions to the challenges before us.

INTEGRITY

We make choices and decisions that align with our mission, vision and values.
We balance artistic ambition with financial stability.

We develop our resources to maximize opportunities and strengthen our capacity.
We deliver quality and excellence across our entire operation, knowing that every contact we make with people matters.

If you would like this application form in any other format such as large print or on a different colour background, please contact admin@hulltruck.co.uk.

