



# *The Windmill, Soho*

## *Job Description*

<b>Role:</b>	Technical Assistant Stage Manager
<b>Location:</b>	The Windmill, Soho, and offsite rehearsal studios
<b>Dates:</b>	From 21st June, 2021
<b>Reporting To:</b>	Production Stage Manager
<b>Hours:</b>	Up to 48 hours per week, to include evenings and weekends
<b>Pay:</b>	£26,000 p.a.

### *Person Specification*

We are looking for a highly motivated and adaptable individual to join our team as a Technical Assistant Stage Manager. The successful candidate will possess the confidence and ability to work on their own initiative, supporting Stage Management in all aspects of the department's activities, and will actively seek to learn and improve their skill set, to ensure that they are able to make an ongoing contribution to the success of this wonderful venue.

### *Key Responsibilities*

- Assist the Stage Manager, and Assistant Director, in realising the artistic vision for the Production through the rehearsal process.
- Assist with the smooth running of the rehearsal room, and attend meetings and rehearsals as required.
- Assist with the archiving of rehearsal footage, as required.
- Assist the Stage Manager in compiling show paperwork including, but not limited to, rehearsal calls, rehearsal reports, timesheets, production schedules, and other paperwork relevant to the department.
- Deputise the Stage Manager in their absence, if requested.
- Assist with the sourcing and maintenance of props and set, in conjunction with the Stage Manager, and production technicians.
- Organise the sourcing and purchasing of performance consumables, as required.
- Consistent professionalism, recognising that you are a representative of the venue.
- Working in accordance with the production's Health and Safety policy, including adhering to - and facilitation - any Covid-19 safety protocols as instructed.
- Enacting and enforcing Health and Safety policy in the rehearsal room, and during performance.
- Ensuring the safe fitting of harnesses, and spotting of aerial cues in performance.
- Assisting performers with the fitting of radio microphones, and their maintenance during performance.
- Any other services as are customarily provided by a Technical Assistant Stage Manager.

*Please note that this Job Description reflects the current situation. It does not preclude change or development that may be required in the future.*

### *Essential Criteria*

- A proven track record as a Technician and/or Assistant Stage Manager on large or mid-scale work.
- Strong communication skills.
- Team player, with a collaborative approach to working.
- Ability to work unsupervised and show initiative in dealing with day-to-day problems.
- Competent computer skills.

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- Strong awareness of, and adherence to, Health and Safety policy and best practice.
- Aerial and/or harness experience.
- Compliance with discrimination legislation and Equal Opportunities principles.
- Flexibility to work varied hours.

#### ***Desirable Criteria***

- A professional qualification in Technical and Production Management or equivalent.
- First Aid and/or Mental Health First Aid qualification.
- Prior experience with immersive theatre, cabaret theatre, and new writing.

*We are particularly keen to receive applications from those traditionally under-represented in the live arts sector, and those who have joined the industry in the past two years. To apply, please send an up-to-date CV and Covering Letter outlining how you feel your skills and past experiences make you suitable for the position, to [jamie@thewindmillsoho.com](mailto:jamie@thewindmillsoho.com), with the subject line 'Windmill TASM Application'.*