



HARLOW PLAYHOUSE

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Harlow
Council
Working together for Harlow

REHEARSAL ASSISTANT STAGE MANAGER

Venue: Harlow Playhouse
Harlow, Essex

Dates: 13th November 2021 to 5th December 2021
As per guide production dates document.

Production: Robin Hood (Pantomime)

Pay: £1,768.58 plus £213.47 holiday pay
(Excl. accommodation and travel – this cost will not be incurred by Harlow council)

Person Specification:

Essential

- Knowledge and experience of prop making, maintenance and management
- Flexibility, stamina and ability to multi-task and reliable time-keeper
- Ability to demonstrate a calm approach when working closely with other technical staff and performers in pressured situations.
- Excellent communication and interpersonal skills and attention to detail
- Ability to work as part of a close-knit team in an enclosed environment, working towards a deadline.

Desirable

- Basic experience of power tool operation and basic carpentry skills
- Fully conversant in stage and lighting terminology
- Experience in a similar role on a similar size production

Job Description:

Rehearsal

- Ensure rehearsal environments are prepared as required with the appropriate set, props, costumes and other effects necessary, with particular attention to prop requirements
- Make, source and maintain props.
- To ensure all staging/prop requirements of the productions are prepared to an excellent standard and are ready and functioning for rehearsals.
- Maintain a good practice of health and safety in all areas and report any problems to the production manager.
- To help maintain Scenery and props to the highest standard possible.
- To carry out any other tasks that will, from time to time be allocated by the Stage Manager, Crew Chief or Production Manager on an ad hoc or continuing basis, relevant with the general level of responsibility of the post.

Administration/Record Keeping

- Keep accurate records of prop settings, performance running details and any other relevant information
- Provide regular progress reports and updates to the Crew Chief or Deputy Stage Manager, alerting them to potential problems at the earliest possible stage
- Carry out administration efficiently ensuring accurate and complete records are maintained

Health & Safety

- Promote a positive approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to
- Understand, enforce and work within the relevant Health & Safety legislation and procedures as set down by the Company
- Adhere to Harlow Playhouses' Child protection procedures

General Requirements

- Maintain high levels of communication and liaison with all departments at all levels as required
- Ensure all Company policies and contractual arrangements are understood and implemented
- Attend and participate in meetings as required