

Stage Manager – Job Description

Organisation: *imagine if theatre*

Position: Stage Manager

Responsible to: Artistic Director

Salary: £494 per week + £30 weekly travel to base (imagine if's office in Leeds)

Travel will be covered when travelling to venues

Total fee: £2096

Hours/Days Required: 4th November – 3rd December

Contract Length: 4 weeks

Location: On tour across the UK

Purpose of the role

The Stage Manager will be responsible for all aspects of stage and production management of *imagine if's* new production "**My Old Man**" which is touring the UK this Autumn/Winter.

Main Duties and Responsibilities

- Travel with 2xcrew and a minimal set (5 items) to 9 venues across the UK
- Leading the get in / get out at venues
- Drive to venues and back to base
- Liaise with theatre / venue staff regarding the show's production and technical requirements
- Run sound and lighting for the show

General

- Adhere to, and actively contribute to *imagine if* policies, including Equalities (diversity, access, equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of *imagine if*.
- To act always in the best interest of *imagine if*.
- Any other duties as reasonably required.

Person Specification - Essential:

- Full UK driving license
- Yorkshire based
- Experience running QLab, lighting and sound for shows
- Experience working with projectors and screens
- Open and honest communication
- A positive attitude with a high level of self-motivation and ability to work on your initiative

About Imagine if

We create work that is inspiring, entertaining, thought provoking and unashamedly honest for intimate audiences. We engage with those who have direct, personal experience of social issues through our theatre productions and workshop packages. Consequently, we place those without a voice at the forefront of each *imagine if* production. We show excellence in the way we engage with

artists, audiences and participants, making an active difference to their lives through theatre. We do this through supporting those most excluded from society and using the arts to make a long-lasting positive impact to their lives. As well as our theatre productions, *imagine if* also runs a range of intensive, theatre-based interventions across prisons in the UK.

[Check out our YouTube channel for examples of past performances](#)

How to Apply: Please email a CV and either of the below detailing why you are interested in the role to: admin@imagineiftheatre.co.uk

- A cover letter no longer than one page of A4 **OR**
- A maximum 5-minute voice note

Deadline: 21 October 2021

Website: www.imagineiftheatre.co.uk

Facebook: www.facebook.com/imagineiftheatre

Twitter: www.twitter.com/imagine_if_co

Due to the nature of our work with vulnerable people, we follow rigorous safeguarding and protection policies and procedures in our recruitment process. As a result, some of our roles are subject to an Enhanced Disclosure by the Disclosure and Barring Service. A criminal record will not necessarily bar you from joining us as an employer; this will depend on the circumstances of any offences.