

Information about ALMACK Productions:

www.almackproductions.com

Information about Misty's Magical Adventure:

www.mistyontour.com

Job Description: Stage Manager for Misty's Magical Adventure, in rehearsals in Glasgow, and on tour at various Scottish Venues

Engagement Dates: Pre-production planning meeting (online date subject to all parties availabilities)

Rehearsals: 02/10/2023 - 13/10/2023 (Glasgow)

Tech: 16/10/2023 - 17/10/2023 (Inverness)

Performances: 18/10/2023 - 29/10/2023

Pay / Expenses: Above ITC Rates

All accommodation booked and paid for by the Producer, meal allowances also provided.

Primary Responsibilities:

- Ensure all aspects of the production run smoothly during rehearsals and live shows
- Ensure the safety of all performers and crew members by maintaining a safe working environment, and reporting any Health and Safety concerns to the Producer as soon as possible.
- Coordinate daily call times, schedules and breaks in consultation with the Director, and in line with Company contracts.
- Assist with props purchases
- With the Production Manager, supervise the Technical Rehearsals
- Driving long wheel base van to venues
- Oversee the load-in and load-out of sets, props, costumes and equipment at each venue
- Maintain an accurate and updated prompt book
- Coordinate any maintenance requirements for minor repairs to props / costumes / scenery
- Record and report any changes in blocking, choreography or script during rehearsals and performances
- Issue rehearsal and show reports to relevant stakeholders
- Any other reasonable requested by the Producer, Director or Production Manager

Skills & Experience:

- Clean driving licence
- Small scale touring experience essential
- Minimum 2 years experience calling shows
- Good working knowledge of current stage practise and Health & Safety practises.
- Good leadership skills
- Good communication skills, both written and verbal
- Proven ability to plan workloads and effectively manage multiple tasks and priorities
- Proven ability to manage and motivate staff
- Must be IT literate
- Clean driving licence

To apply, send CV and cover letter to: info@almackproductions.com