



Wanted: New member of Team PP

We're recruiting a **Technical Stage Manager** for ROUNDABOUT.

About Paines Plough

History

Paines Plough is the UK's national theatre of new plays. We commission and produce the best playwrights and tour their plays far and wide. Whether you're in Liverpool or Lyme Regis, Scarborough or Southampton, a Paines Plough show is coming to a theatre near you soon. Paines Plough was formed in 1974 over a pint of Paines bitter in the Plough pub. Since then we've produced more than 130 new productions by world renowned playwrights like Stephen Jeffreys, Abi Morgan, Sarah Kane, Mark Ravenhill, Dennis Kelly and Mike Bartlett. We've toured those plays to hundreds of places from Manchester to Moscow to Maidenhead.

Current

Over the last two years we've produced 22 shows and performed them in 180 places across four continents. We tour to more than 30,000 people a year from Cornwall to the Orkney Islands; in village halls and Off-Broadway, at music festivals and student unions, online and on radio, and in our own pop-up theatre Roundabout.

Our current season consists of new work by Zia Ahmed (*I WANNA BE YOURS*), Anna Jordan (*POP MUSIC*) and Isley Lynn (*ALBATROSS*). As well as these, there will also be some reprised work from Brad Birch (*BLACK MOUNTAIN*), Elinor Cook (*OUT OF LOVE*), Sabrina Mahfouz (*WITH A LITTLE BIT OF LUCK*) and Sarah McDonald-Hughes (*HOW TO BE A KID*). The world premiere plays which will be performed in rep in Roundabout this year will be by Georgia Christou (*HOW TO SPOT AN ALIEN*), Simon Longman (*ISLAND TOWN*) and Vinay Patel (*STICKS AND STONES*).





About ROUNDABOUT: The world's first pop-up, plug-and-play theatre.

We built Roundabout because we're passionate about new plays and we want as many people as possible to be able to see them. Many places in the country don't have theatres. Now we can take a theatre to them.

Since its launch in 2014, Roundabout has toured the length and breadth of the UK from Brighton Festival to Edinburgh Festival fringe, to London's Southbank Centre to the hills of North Wales. In 2016 we received three-year funding from the Arts Council's Strategic Touring Fund to partner with eight national organisations and present a mini festival every weekend between September-October in Margate, Salford, Stoke-on-Trent, Kendal, Poole, Luton, Darlington and Lincoln.

In it we present a rep of three brand new Paines Plough plays, one specifically for young people, performed by a company of three actors. And in partnership with our hosts we programme a wider festival of local theatre, music, comedy and a range of activities in the space.

The aim is to use the Roundabout space as a resource for local communities to engage with its possibilities, with the ultimate aim to increase footfall from a wider audience and encourage theatre going. Now in 2018, we're preparing for another epic tour and we'd love you to join us.

Up your street? Excellent. We can't wait to hear from you. Details below.



Guidance Notes for Applicants

Job Description and Person Specification

The purpose and main duties and responsibilities of the post are set out in the job description and the knowledge, skills and experience we are looking for in the successful candidate are listed in the person specification.



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Application

To apply send us a CV and covering letter.

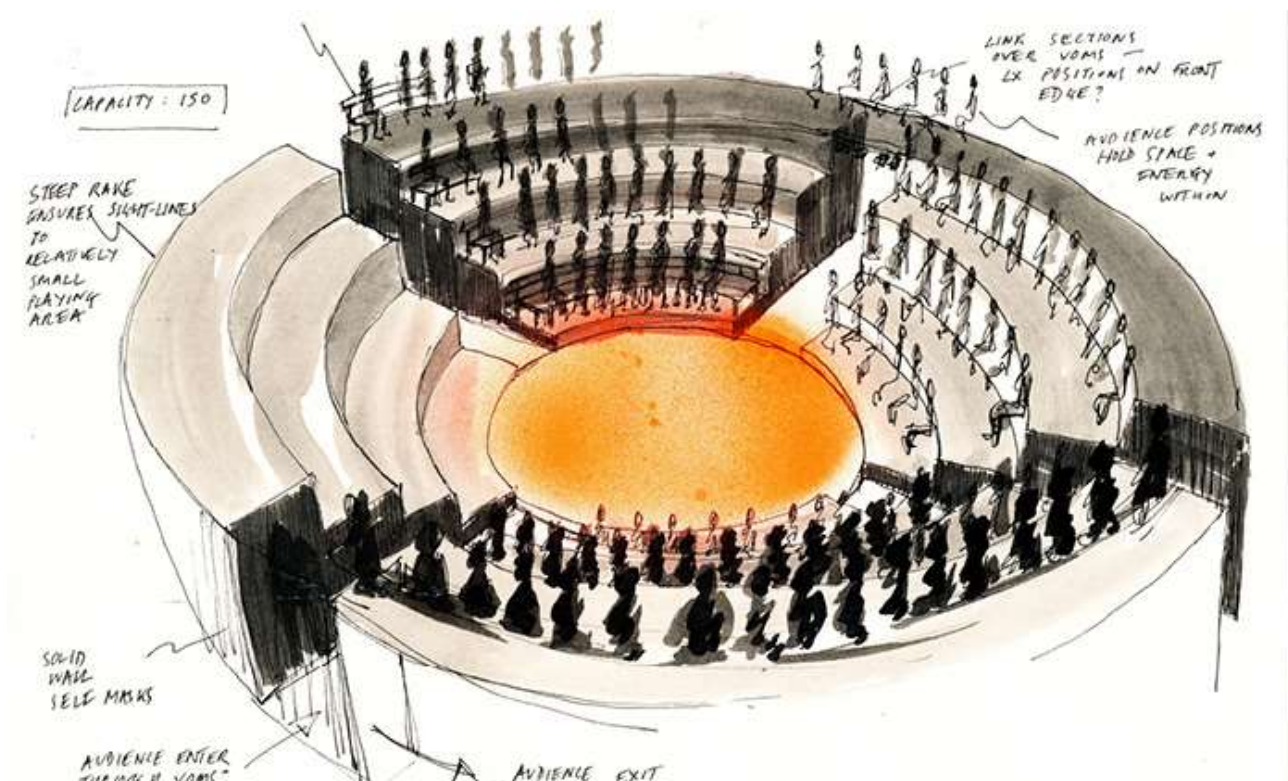
CV, Covering Letter & Equal Opportunities Form should be submitted by email only to charlotte@painesplough.com.

The covering letter is your opportunity to tell us specifically why you wish to apply for the vacancy and what makes you a suitable applicant. It is important that you provide us with evidence to demonstrate that you possess the knowledge, skills and experience required as set out in the person specification for the role.

Deadline for applications: Wednesday 18 July 2018 at 12pm

Please address applications to Sofia Stephanou, Producer and clearly mark the email subject: **ROUNDAABOUT TSM APPLICATION.**

If you are unable to submit your CV, Covering Letter & Equal Opportunities Form by email, please contact Charlotte Walton on 020 7240 4533.



Shortlisting and Interviews

Shortlisting will take place as soon as possible after the closing date. When shortlisting we are making an assessment of how closely your application meets the selection criteria set out in the person specification.

You will be notified of whether you have been shortlisted or not via email.



Interviews: Friday 20 July 2018

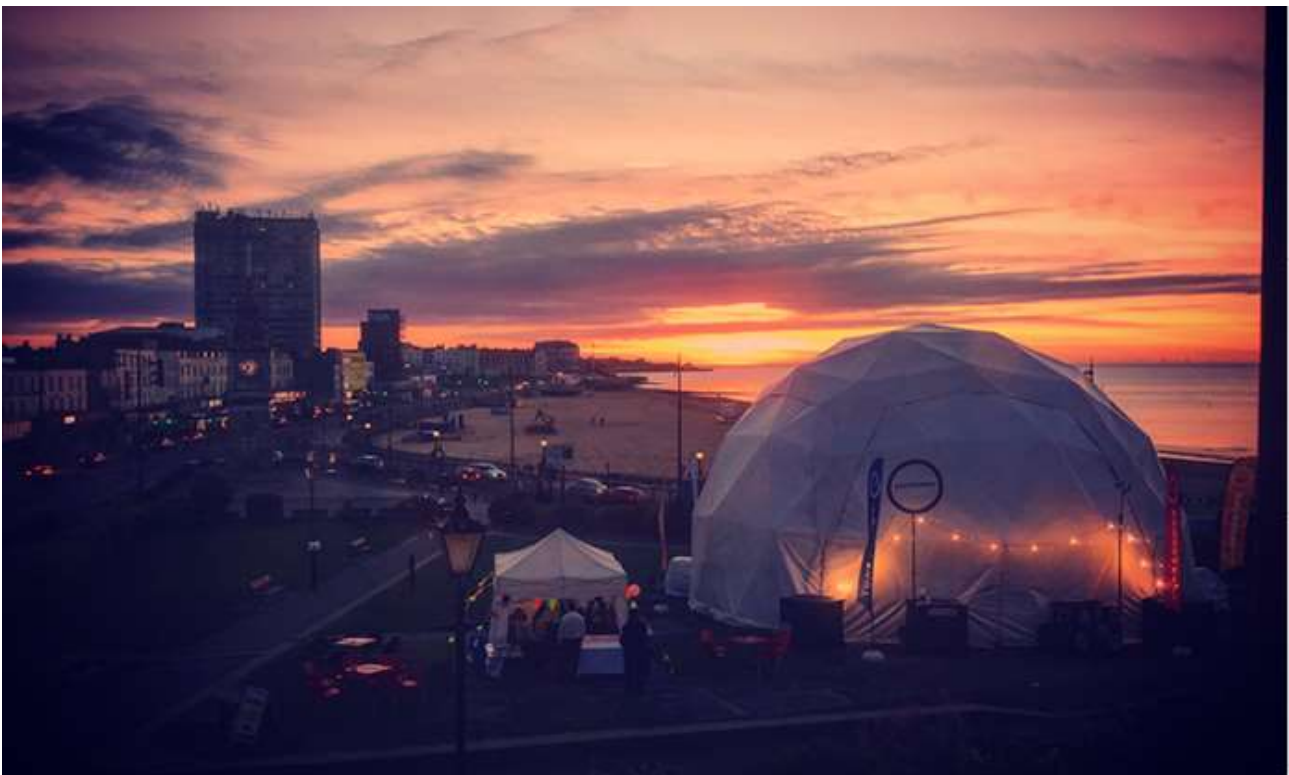
If you are shortlisted, we will contact you by phone to invite you to interview and follow up with an email.

Offers

All offers are made subject to receipt of satisfactory references, proof of identity, address and eligibility to work in the UK.

For any more information email charlotte@painesplough.com.

We hope you find the above helpful and good luck with your application.



JOB DESCRIPTION: TECHNICAL STAGE MANAGER

Responsible to: Producer

This is an exciting and varied role with strong prospects for skills development and career progression into the role of a Production Manager.

The Technical Stage Manager is a key member of the team, working closely with the Technical Director, Company Stage Manager and the Producer. The Technical Stage Manager will liaise with the Visiting Companies on tour and plays a crucial role in supporting on technical elements in absence of the Technical Director.



Dates: 03 September – 21 October 2018

w/c 3 September: Roundabout @ Ordsall
w/c 10 September: Roundabout @ Grasmere
w/c 17 September: Roundabout @ Margate
w/c 24 September: Roundabout @ Bournemouth
w/c 01 October: Roundabout @ Lincoln
w/c 08 October: Roundabout @ Stoke
w/c 15 October: Roundabout @ Luton

The Technical Stage Manager Duties include but are not limited to:

SCHEDULES

- To write and manage the TSM rota on tour.
- To manage tech schedule for Paines Plough and Visiting Companies.
- To deliver the rota to the Producer.
- To strictly monitor and adhere to the weekly schedules as provided by the Producer.

VISITING COMPANIES

- To send out and administrate technical questionnaires for all Visiting Companies in Roundabout and to report back to the Producer and Technical Director weekly.
- To ensure that all known technical elements of Visiting Company shows on tour are signed off by the Producer and Technical director.
- To be the first point of contact for all technical questions from Visiting Companies performing in Roundabout on tour.
- Supporting Visiting Companies on tour.

HEALTH & SAFETY AND SECURITY

- To be responsible for safe working methods within the Roundabout's specific H&S procedures.
- To ensure the safety of public in Roundabout at all times in line with Roundabout's specific H&S procedures.
- To ensure that Roundabout complies with regulation fire safety guidelines and is fire safe in line with Roundabout's specific H&S procedures.
- To report any issues which contravene Roundabout's H&S procedures in a timely manner to the Technical Director and Producer.
- In conjunction and liaison with the Technical team & Company Stage Manager, to ensure that all equipment, set, props, furniture and dressing is accounted for and kept securely at all times.
- To adhere to the Health and Safety Policy of the company, undertaking such duties as are required, and ensuring that reasonable care is taken to ensure a healthy and safe working environment.

AUDITORIUM

- To take joint responsibility with the Company Stage Manager on all aspects of the Roundabout Auditorium whilst on the road, including sole responsibility of all technical elements of the Roundabout Auditorium.



- To support the Technical Director with fit-up and strike of Roundabout including lifting and crew work.
- To be jointly responsible with the Company Stage Manager for the daily power-up and power-down of the Roundabout.
- In conjunction and liaison with the Company Stage Manager, to ensure that all working and public areas are kept tidy and clear of waste material and that equipment is maintained to a safe and proper standard.

ACCESS

- To communicate with Front of House daily on any audience access requirements.
- To ensure the venue is accessible by restoring wheelchair spaces in a timely manner and supporting Front of House staff in quick turnarounds between shows.
- To assist in setting up ROUNDABOUT captioning units for any captioned performances

ON TOUR

- To be the first point of contact for all local technical departments whilst on tour.
- Supervising local crew and local Technical Managers and train individuals in the use of Roundabout
- To be the first point of contact for all local technical departments whilst on tour.
- As directed by the Producer and in conjunction with the Company Stage Manager take responsibility for the Roundabout site whilst on the road including maintenance and site dressing.
- Support the Company Stage Manager in the management of Venue Front of House as necessary

MAINTENANCE

- To complete day to day maintenance-work as required and report any maintenance issues to the Producer and Technical Director.
- To ensure that tools and all fit-up equipment is kept in a tidy, complete, adequately stocked and secure state at all times and to replace any consumable items within budgets and parameters agreed with the Producer.
- In conjunction and liaison with the Company Stage Manager, to complete any day to day maintenance that may be required of the set, props, furniture and dressing for the production according to the Director's and Designer's requirements and within budgets and parameters agreed with Producer.
- In conjunction and liaison with the Company Stage Manager, to ensure that all work undertaken on the set, props and furniture etc. is completed to the high standards agreed with the Producer.

BUDGET

- To manage a petty cash budget within the parameters set out by the Producer and Technical Director.

OTHER

- To send out a daily Roundabout Venue Report.



- In the absence of the Company Stage Manager, cover the running and/or operating of all three Paines Plough productions within the Roundabout as per weekly touring schedule drawn up by the Production Manager & Producer and as mutually agreed.
- To provide tours of Roundabout to industry and members of the public as requested by the Producer
- To liaise and co-operate with all other departments and individuals within Paines Plough.
- To attend production meetings
- To act as a credible ambassador for the company at all times.
- To undertake any other appropriate duties which may be allocated by the Producer.

Person Specification

Candidates need to possess the following attributes/skills to be considered for the position of Technical Stage Manager role:

Essential knowledge, skills and experience

- Minimum of 4 years professional mid to large-scale touring experience, preferably with temporary, demountable structures.
- Demonstrable ability to perform the duties listed above
- Demonstrable experience of supervising crew during get ins and get outs.
- Working knowledge of lighting control especially with regards to LED technology and pixel mapping
- An organised yet flexible approach and calm under pressure
- Dedicated and committed with excellent focus and organisational skills
- Ability to be creative and resourceful in problem solving
- Proven ability to work within allocated budgets
- A working knowledge of the ITC/Equity Subsidised Repertory Agreements
- Awareness and experience of health and safety legislation and practice.
- Experience of and ability to operate QLab
- Good team player
- Bright, proactive and energetic, with an evident record in the delivery of productions at the highest technical level.
- Good working knowledge of industry H&S regulations Experienced in monitoring and enforcing H&S regulations and ideally H&S trained (IOSH certified)
- Rigging qualification
- Able to demonstrate a recognisable level of credibility within the industry.
- IT and AutoCAD literate.
- Degree in technical theatre practice or equivalent qualification.
- First Aid trained

Terms and Conditions

Salary: Buyout of £550 p/w plus subsidence of £297p/w on tour, in line with ITC minimum rates of pay.

Contract: Fixed Term.



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Pension: 3% employer contribution and 2% employee contribution to the pension scheme that you are enrolled in.

Holiday: Holiday paid at ITC rate.

Paines Plough strives to be an equal opportunities employer. Registered charity: 267523.

