

Job Description

Job Title	Deputy Stage Manager
Location	Glasgow – Touring both domestic and international
Team	Stage Management
Key Relationships	
Reports to:	Stage Manager
Direct Reports:	Assistant Stage Manager Freelance Stage Management Staff
Key relationships:	The position works closely with all disciplines within the Technical Department, Artistic Staff, Dancers, Music Staff (including Guest Conductors) and the Company Manager. Requires the ability to build excellent relationships with visiting creative staff.
Purpose	
Responsible for supporting the Stage Manager in delivering efficient and effective Stage Management to Scottish Ballet.	

Responsibilities

- To manage the rehearsal studios at base including the provision of mark-outs, audio-visual materials, sets and props.
- To create a prompt copy during the rehearsal period and call the show during performances.

Key Functions

- Ensure the clear communication of information between the rehearsal studios and all relevant parties.
- Manage rehearsal footage on the media server.
- Support all activities of the Stage Management department.
- Deputise for the Stage Manager when required.
- Supervise and professionally develop Assistant Stage Managers as required.
- Deal with matters of emergency dancer welfare, including acting as a first aider.

Desirable Qualifications & Experience

- A tertiary education qualification in Stage Management (or equivalent) is desirable.
- Relevant experience in Stage Management (3 years plus), preferably working within a touring company.
- Confident score reading ability (essential).
- Driving licence (desirable).
- Thorough, accurate and able to work under pressure and to tight deadlines.
- Ability to work flexibly and with the mental dexterity to adapt quickly and effectively to change.

General Characteristics

- Flexibility of personal commitments to cope with travel, touring, and attending performances and other events.
- Ability and willingness to work on own initiative and as part of a team.
- A conscientious, discreet, enthusiastic, reliable, and personable individual.
- Ability to maintain confidentiality.

Created By:	ZH/MS/LD	PWB:	Louise Devlin
Date:	Mar 2024	Approver:	Louise Devlin
Revision:	May 2024	Revised by:	Zoe Hayward
Date of:	May 2024		