



HAMPSTEAD THEATRE RECRUITMENT PACK

COMPANY STAGE MANAGER

Thank you for your interest in the role of **Company Stage Manager** at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to jobs@hampsteadtheatre.com.

The deadline for your application is **5pm on Friday 8 June 2018**.

DIVERSITY STATEMENT

Hampstead Theatre aims to reflect the diversity of contemporary England, both in the work presented on stage and the audience we attract. A commitment to diversity will ensure the theatre remains relevant, resilient and culturally productive. To shape the future mainstream, we must ensure we engage with artists from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre. This is especially important for a theatre located in one of the most diverse and deprived areas of London.

A commitment to diversity must be reflected throughout the organisation; not just in the work, but in the diversity of our board of directors, staff and artists; the accessibility of the physical building; and positive messaging and communications. The Company is opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds and we welcome applications from candidates from all backgrounds.

ACCESS STATEMENT

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.



PRIVACY STATEMENT

Hampstead Theatre takes its responsibility for protecting your personal information seriously.

Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application form will be limited only to those individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application form and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information on our privacy policy can be found here:

<https://www.hampsteadtheatre.com/company/privacy-policy/>



THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.

Our belief: To entertain with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Abi Morgan, Rona Munro, Shelagh Stephenson, Debbie Tucker Green and Roy Williams – to name just a few. Original thinkers, every one.

We're still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like *Sunny Afternoon* to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei*, *Di and Viv* and *Rose, Wonderland* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London's newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It's from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It's part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here's to the future – it belongs to those who cherish originality.



RECENT AWARDS

Olivier Award nomination for Best New Comedy for *Dry Powder* by Sarah Burgess 2018

Fiona Doyle's *The Strange Death of John Doe* is a finalist for The Susan Smith Blackburn Prize 2018

Branden Jacobs-Jenkins wins the Critics Circle Award for Most Promising Playwright 2018 for *Gloria*

Hampstead Theatre won Gold at The Corporate Engagement Awards for its play *Firebird* and its collaboration with The Children's Society

James Fritz wins the Critics Circle Award for Best New Playwright 2016

Sunny Afternoon wins Best New Musical at The Olivier Awards 2015

Sunny Afternoon wins Best Actor at The Olivier Awards 2015

Sunny Afternoon wins Best Supporting Actor at The Olivier Awards 2015

Sunny Afternoon Outstanding Achievement in Music Award at The Olivier Awards 2015

Four Minutes Twelve Seconds by James Fritz nominated for best Affiliate Theatre at the Olivier Awards 2015

Hampstead Theatre wins London's Best Theatre at The Stage Awards 2014

Beth Steel wins Most Promising Playwright Award at The Evening Standard Awards 2014

WHAT THEY SAY ABOUT OUR PLAYS

'Hampstead is on a roll' *Telegraph*

'Hampstead Theatre has high-flying confidence under Artistic Director Edward Hall' *Evening Standard*

'Hampstead is perhaps the most reliably interesting theatre in the country' *Daily Mail*

'Sparkling scripts and great casts' *Metro*

'London's innovative Hampstead Theatre' *Vogue*



COMPANY STAGE MANAGER – JOB DESCRIPTION

BACKGROUND INFORMATION

The Company Stage Manager is responsible for running the stage management teams across both spaces at Hampstead Theatre.

The CSM will be the Stage Manager for 4 of the 7 productions in the main house each season and be responsible for the hiring of stage management teams for all other productions. Occasionally, the CSM might act as Stage Manager in the studio.

The start date for this position is w/c 13 August 2018 and will run until summer 2019, end date TBC.

RESPONSIBILITIES INCLUDE:

Stage Management

- Managing the work of the stage management department across the productions at Hampstead theatre
- Recording, monitoring and collating the hours of cast and stage management.
- In consultation with the Technical Director and visiting Production Managers, liaising with the company, creative and production teams to arrange calls and co-ordinate rehearsals and all technical rehearsals.
- Sourcing and making props.
- Attending production meetings.
- Overseeing the maintenance and tidiness of the props store, green room and rehearsal room, including the managing of any hires of these spaces or equipment.
- Collating and archiving show specific information from Hampstead Theatre productions.
- Liaising with all new stage management teams prior to the start of rehearsals and ensuring scripts, starter forms, rehearsal room details, contact sheets etc are prepared and ready.
- Overseeing the pastoral care of the cast and stage management teams at Hampstead Theatre.

Staffing

- Recruiting all stage management staff employed at Hampstead Theatre.
- Recruiting and supervising stage management work placements as required.



- Reporting to the Director of Operations and Associate Producer any issues relating to the performance and or welfare of stage management, staff and cast.

Health & Safety

- Implementing and overseeing Health & Safety in all backstage and onstage areas, adhering to the in-house Health & Safety policy and with Health & Safety regulations generally.
- Identifying hazards and contributing to risk assessments for all productions.

Other

- Ensuring the stage management department comply with GDPR and the theatre's privacy policy.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Equal Opportunities, Health & Safety and other policies at all times.
- Carrying out administrative work generated by the above activities.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.



COMPANY STAGE MANAGER - PERSON SPECIFICATION

Essential

- Previous professional stage management experience in a producing theatre.
- Previous experience of working with and supporting creative teams.
- Experience finding props, making props and liaising with prop makers.
- Awareness of Health & Safety issues relevant to the role.
- Highly organised, with an ability to prioritise and multi-task.
- Flexible, responsive and a team player.
- Excellent communication skills.
- Proven experience managing budgets.
- Good knowledge of the Equity / UK Theatre Sub Rep Agreement.
- Excellent computer skills.
- Proven leadership skills and experience of running technical rehearsals.
- Ability to remain calm whilst working under pressure.
- Available to work scheduled evenings and weekends.
- Ability to carry out the physical demands of the job.

Desirable

- First aid qualification.
- UK driving licence.



COMPANY STAGE MANAGER – TERMS AND CONDITIONS

This is a seasonal fixed-term position from 13 August 2018 to summer 2019.

The Company Stage Manager will be engaged under the standard Equity / UK Theatre subsidised repertory agreement.

Salary – £625 per week plus overtime as applicable.

Holiday – 28 days per annum.

Other benefits:-

Interest-free season-ticket travel loans.

Complimentary tickets for performances.

Employer's contribution to NOW! pension scheme.

10% discount at Hampstead Theatre's Café Bar.