



**Role: Touring Stage Manager**

**Production: Errol's Garden**

**Reporting to: General Manager**

**Principal working relationships:** Artistic Director, General Manager, Actors, Creative team, Venue managers, Third-party suppliers

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**Dates:**

April Auditions – Attendance not Required - London

wc 9<sup>th</sup> May – Music Calls & Read Throughs - London

W/C 16<sup>th</sup> May – Rehearsals London

W/C 23<sup>th</sup> May – Rehearsals London

26<sup>th</sup> May– Technical Rehearsals - Hastings

27<sup>th</sup> May – Open at White Rock Theatre Hastings

Tour to Run until end of August 2022. NB This tour is not full time and there will be unpaid breaks within the schedule.

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**About Golden Toad Theatre:**

Golden Toad creates and stages imaginative, vibrant, musical theatre of the highest quality for children and their families/carers. ERROL'S GARDEN is an interactive musical for young audiences aged 3-11 and their grownups, filled with catchy songs, imagination and a passion for plants. It is based on Gillian Hibbs' award-winning book. Errol is a young boy living in an inner-city block of flats. He dreams of having his own garden. One day he discovers a space at the top of his block of flats and brings his community together to set up a rooftop garden.

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**About the tour:**

A combination of Schools, Theatres and Event Spaces, the tour will travel in and outside of London to venues including Hastings, Colchester and Leicester. Staying at most venues for a single day, with up to 5 or 6 performance days in a week the tour is high energy. There is a significant driving and get-in and get-out will be in most cases part of the daily turnaround of the tour for the majority of dates. The tour is general managed by Deus Ex Machina (DEM) Productions.

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**About the role:**

To support the Director/General Manager and manage the cast, ensuring the efficient running of the tour. To assist and support the actors in all aspects of the tour, including (but not limited to): get ins, get outs, maintenance, driving of company vehicles and liaising with venue managers. To support the Director during some of the rehearsal period and for all of the production week/technical rehearsal.

**Person Specification:**

You have the drive to make things happen and recognise that extraordinary achievements require extraordinary effort. You enjoy working in a team and are a great 'people person'. You have initiative, a sense of adventure and a can-do spirit. You're organised, reliable and quick to learn. You are passionate about the arts and are excited about working with artists and looking after the needs of a production on a wide-reaching tour, bringing theatre to children and families at all levels. Candidates will have a confidence for working with sound desks and radio mics at a mid-level as the production will use radio microphones.

**Key Responsibilities (including but not limited to):****Rehearsals:**

- To attend rehearsals/production meetings, to assist in the install and build of the set and to integrate with the company.
- To source any additional items and materials required for the production as requested by the Director and Designer, within the budget as agreed.
- To help co-ordinate with external suppliers to assist with the production of the show.
- To run technical rehearsals and support the install and mounting/running of the production during the technical rehearsals.
- To produce the show's prompt copy during rehearsals.



**Tour:**

- To support and be responsible for the cast during the tour.
- To ensure that all set, costume and props are kept in a tidy, clean and orderly manner and well maintained.
- To drive to company van, likely a LWB Luton.
- To liaise with the venue managers regarding all elements of the touring performance alongside the Production Manager.
- To be an outstanding ambassador for the company at all times.

**Other:**

- To liaise between the company and the General Manager.
- To provide appropriate care and support to the company as required.
- To undertake any other appropriate duties pertaining to the running of the tour.

**Essential skills/qualities:**

- Demonstrable ability to perform the Key Responsibilities listed above.
- An organised, proactive and flexible approach.
- An ability to make decisions and remain calm under pressure.
- Dedicated and committed with excellent focus and organisational skills.
- Experience of managing at least one other team member.
- Ability to be creative and resourceful in problem solving.
- Full clean UK driving licence.
- Confident in driving a Van
- Good team player.
- Excellent people skills.
- Honesty, integrity and good communication skills.

**Desirable skills/qualities:**

- London base. Please note that a relocation fee will not be paid.
- First Aid trained.
- Confidence working with technical aspects of theatre and/or a knowledge of electrics and/or carpentry.
- Confident with setting up a basic sound PA with Radio Mics and operating during performance.

With a mix of technical, interpersonal and producorial tasks this unique job requires a unique candidate. For the right person, this position will be an excellent challenge and could lead to a long association with a company on the up and looking to expand.



**Fees:**

£600 per week for full weeks / £120 per day for part weeks

Per diems when travelling outside London £26 per day. Accommodation outside London provided.

**How to apply:**

1. Read this document carefully and thoroughly.
2. Complete the [ONLINE APPLICATION FORM](#)
3. Complete the [EQUAL OPPORTUNITIES MONITORING FORM](#).
4. You will receive an automatic acknowledgement for both forms.
5. We will contact all applicants before the interview stage and notify you if you have or have not been selected for an interview with as much notice as possible.

If you have any questions about the application process, please email [emily@demproductions.co.uk](mailto:emily@demproductions.co.uk).

**Application deadline:** 12 noon Monday 18<sup>th</sup> April 2022

First Interviews: 20<sup>th</sup>/21<sup>st</sup> April 2022 via Zoom