

TRIGGER

# Lead Stage Manager

Site-specific Performance

## About Trigger

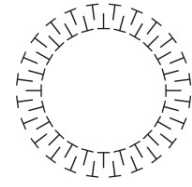
Trigger is a producer led arts organisation making site-specific and site responsive cross artform theatre. It puts the audience in the centre of the action, it's highly participative. The company is led by award winning Producer and Artistic Director Angie Bual. Trigger are based in Bristol, residents of the Pervasive Media Studio, Watershed.

## About the project

The event is a major new site specific work programmed as part of Mayflower 400 in Plymouth 2020. The creative team include puppet director of War Horse, **Mervyn Millar**, a kite world champion flier and set designer for Bjork, **Carl Robertshaw**, award winning Artistic Director **Angie Bual** and producers **Trigger**.



In partnership with Arts Council England, Plymouth City Council and Theatre Royal Plymouth this project fuses myth, legend, science, puppetry & aerodynamics into



## TRIGGER

one unforgettable event, which will use the city centre of Plymouth and The Hoe as a stage.

The final event will play to an audience of over 40,000 people over 5 days in August 2020 and will have extensive local and national press coverage (radio and broadcast).

### **About you**

Trigger are looking for an organised, motivated and personable Lead Stage Manager for Trigger's upcoming production of a major new site-specific work. The right person would have experience working outdoors or on site-specific projects working as part of a stage management team and large-scale size ensemble casts. Experience of working with large-scale puppets is desirable but not essential.

Applicants must be based in Plymouth or have a base in Plymouth where they can base themselves. We encourage people from BAME (Black, Asian and Minority Ethnic) backgrounds to apply.

### **Job Description**

**Responsible to:** Production Manager and Associate Production Manager

**Responsible for:** Two person Stage Management team and volunteers

**Working with:** Creative Team, Associate Creative Team, Production Team, Producers, Cast and Crew, and external partners

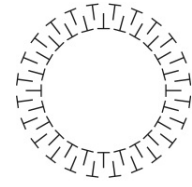
### **Role and responsibilities:**

#### **Staffing**

- Support the Production Manager to build the infrastructure of the Stage Management/ Event Management team
- Assist the Producers and Production Manager in the event planning in conjunction with Plymouth City Council events team
- To advise on the recruitment of the Stage Management/ Event team
- Attend interviews for Stage Management team
- To work collaboratively with the creative and production team in order to achieve the project vision

#### **Stage Management**

- To be the first point of call for company members during rehearsals
- Liaise with the company, producers and Plymouth City Council as required
- To work with the Assistant Director to coordinate and write rehearsal schedules



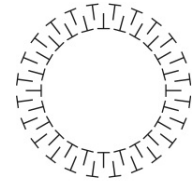
## **TRIGGER**

- To manage rehearsals and the rehearsal room in liaison with the Assistant Director
- Coordinate performer calls and scheduling including warm ups, rehearsals, fittings and meetings
- In collaboration with the Production Manager to produce the event/ performance schedule in conjunction with the event route plan
- To work with the Assistant Director to deliver a workable cast rota during the event/performance
- To manage Stage Management team and volunteers
- Recording, monitoring and collating the hours of cast and stage management
- Attend production meetings
- Implementing and overseeing Health & Safety in all backstage and onsite areas
- Identifying hazards and producing risk assessments for rehearsals
- In collaboration with the Production Manager identifying hazards and contributing to risk assessments for the event
- To complete and distribute rehearsal reports
- To establish effective working relationships with Plymouth City Council Events team
- To be comfortable interacting with members of the public during the event in order to oversee the smooth running of the performance/ event in Plymouth city centre
- Complying with Trigger's Equal Opportunities, Health & safety and other policies at all times
- Any other duties as reasonably required

### **Person specification**

#### **Essential**

- Previous professional stage management experience working outdoors/ site specific/ live events
- Previous experience of working with and supporting creative teams
- Awareness of Health & Safety issues relevant to the project and role
- Highly organised, with an ability to prioritise and multi-task
- Flexible, responsive and a team player
- Excellent communication skills
- 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



**TRIGGER**

- A commitment to living and working in Plymouth

### **Desirable**

- Experience of working with large scale puppets
- First aid qualification
- UK drivers license

### **Dates**

The Lead Stage Manager will need to be available for:

#### Meetings and preparatory work, Plymouth

- a few days during rehearsals 12<sup>th</sup> – 24<sup>th</sup> August 2019
- occasional hours assisting with planning and recruitment of stage management team in conjunction with Producers, Director and Production Manager and Plymouth City Council events team over the period between January 2020 – July 2020

#### Rehearsals and production, Plymouth

Monday – Saturday

- w/c 20<sup>th</sup> July 2020
- w/c 27<sup>th</sup> July 2020
- w/c 3<sup>rd</sup> August 2020
- w/c 10<sup>th</sup> August 2020

#### Get in and fit up, Plymouth

Monday – Wednesday

- w/c 17<sup>th</sup> August 2020

#### Performances and live event, Plymouth

Wednesday – Sunday

- 19<sup>th</sup> – 23<sup>rd</sup> August 2020

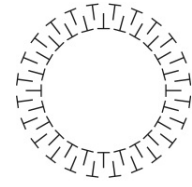
#### Get out and pack down, Plymouth

- w/c 24<sup>th</sup> August 2020

### **Fee and terms**

Freelance role based on ITC standard contract terms. Total fee £4,830. Inclusive of travel and accommodation. The fee consists of 7 weeks' engagement including meetings and preparations at a rate of pay at £690 per week (working week as is defined by ITC):

- 1 week meetings and prep @£690 per week = £690
- 6 weeks full time in rehearsals, production and live event @£690 per week = £4,140



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**About the interviews**

Interviews will be held in Plymouth with a panel consisting of the Production Manager and and Producers.

**Apply**

- Deadline: Monday 1<sup>st</sup> July 2019, 10am
- Interviews: Wednesday 10<sup>th</sup> July 2019, Plymouth
- Start date: August 2019 for meetings and prep work
- Application method: Please send a CV and covering letter (no more than 1 side) to [hello@triggerstuff.co.uk](mailto:hello@triggerstuff.co.uk)  
In the subject line please write: **Lead Stage Manager application**

**Applicants must be based in Plymouth or have a base in Plymouth where they can base themselves.**