

SCOTTISH BALLET

Job Description

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

Responsibilities

- Support all activities of the Stage Management department and take a leading role in running the wings during technical rehearsals and performances as required.
- Act as book cover and actively engage in opportunities to acquire the skillset of a Deputy Stage Manager in a ballet company.

Key Functions

- Help manage the rehearsal studios at base including the provision of mark-outs, audio-visual materials, sets and props.
- Prepare clear and accurate production paperwork.
- Assist in the propping of productions and with props maintenance whilst on tour.
- 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.
- A minimum of 2 years' experience in professional Stage Management, including previous experience on the book (essential).
- Competent score reading ability (essential).
- Previous experience in ballet, dance, opera or musical theatre (desirable).
- 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.
- Good communication skills.

General Characteristics

- Focus and energy to engage fully in a mentored opportunity.
- 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 and to remain calm under pressure.

Created By:	ZH/MS/LD	PWB:	Louise Devlin
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