

## **NUFFIELD SOUTHAMPTON THEATRES (NST)**

**JOB DESCRIPTION: DEPUTY STAGE MANAGER** on CINDERELLA THE MUSICAL

Responsible to: PRODUCER or their representatives (including but not limited to the PRODUCTION MANAGER and COMPANY STAGE MANAGER)

Dates: 21<sup>st</sup> October 2019 – 5<sup>th</sup> January 2020

*Rehearsals in London - 21<sup>st</sup> October 2019 – 10<sup>th</sup> November 2019*

*Rehearsals in Southampton – 11<sup>th</sup> November 2019 – 19<sup>th</sup> November 2019*

*Tech and Previews – 20<sup>th</sup> November 2019 – 28<sup>th</sup> November 2019*

*Press Night/Opening – 29<sup>th</sup> November*

*Running until 5<sup>th</sup> January 2020*

Contract terms: UK Theatre / Equity Subsidised Repertory Agreement (January 2019)

### **About NST:**

Nuffield Southampton Theatres has two venues in Southampton: NST City and NST Campus. NST City opened in 2018 and includes a flexible 450 seat main house theatre, a 133 seat studio, screening facilities, rehearsal and workshop spaces and a bar and restaurant. NST Campus, is a 500 seat end on auditorium situated on the University of Southampton's Highfield Campus, with a café and bar.

We have developed a profile and reputation that reaches well beyond Southampton, fundamentally repositioning ourselves within the national landscape as a commissioner, developer and producer of high quality theatre, whilst acting as a major cultural force for good in Southampton.

### **About the show:**

Cinders feels old before her time and Ella feels like she's running out of time. Throw in the reopening of the Midnight Ballroom, a not so charming Prince and two nasty step-nieces and you've got yourself A CinderELLA story: The musical remix.

Join Cinders and Ella this Christmas as they explore what it means to feel a little lost and find yourself again. CinderELLA is a magical fairytale extravaganza featuring step-nieces Ivanka and Melania, that even Love Island would reject, the hapless and hopelessly in love Daniel Deeni and the nice (but dim) Prince Tim. (Charming!)

### **Key responsibilities:**

- To run, assist and support the smooth running of rehearsals; ensuring that all information from the rehearsal room is forwarded to all technical staff, stage management, and the artistic team. This includes but is not limited to sending daily calls and rehearsal notes.
- To prepare and maintain the prompt copy throughout rehearsals and technical rehearsals.
- To attend and minute production meetings

- To support the Company Stage Manager and Assistant Stage Manager as required, including deputising for the CSM if necessary, supporting technical rehearsals and supporting the sourcing of props.
- To prepare and maintain the rehearsal space as required, including marking up, preparing rehearsal props if required
- Create and maintain running lists, costume lists and setting lists for performances
- To support the get in and get out of the rehearsal room, and move to Nuffield Southampton Theatres in the 4<sup>th</sup> week of rehearsals and for the start of technical rehearsals.
- To cue or call performances “on the book”
- Carry out pre-show checks and resetting work
- To produce show reports following each show and respond to notes accordingly
- To respond to the needs of the production and creative team proactively and positively to problem solve and support the production.
- To comply with and ensure all work is being carried out in line with NST’s company policies.
- To facilitate or assist with live publicity appearances inside or outside the venues.

This list of duties and responsibilities is not exhaustive and the employee may be required to perform duties outside of this brief as is operationally required.

**Person specification:**

**Essential**

- Demonstrable DSM and/or “on the book” experience
- Significant professional experience in stage management
- Experience calling a busy show with multiple elements
- Excellent communication skills both written and verbal
- Efficiency, accuracy and attention to detail
- Ability to work effectively under pressure
- Excellent interpersonal, organisational and people-management skills
- Ability to read music

**Desirable**

- Experience calling a show with strong musical elements
- Experience of calling shows on the mid-scale
- First Aid Training
- Strong IT skills

We are looking for an experienced DSM, but are open to considering applications from ASMs who have strong experience “on the book” and are looking to move up.

**Remuneration:**

**NST / Nuffield Southampton Theatres** 142 – 144 Above Bar Street / Southampton SO14 7DU / [nsttheatres.co.uk](http://nsttheatres.co.uk) / 023 8031 5500

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£483 per week + overtime, holiday pay and any additional performance payments.  
Subsistence and travel will be paid in addition to this, in accordance with the UK Theatre / Equity  
Subsidised Repertory Theatre Agreement