

COMPANY STAGE MANAGER NYT REP COMPANY

The National Youth Theatre is a world-leading youth arts charity. The NYT REP Company is made up of sixteen NYT acting members aged 18-26, from across the UK. They take part in unique vocational, industry-based training with high-profile industry artists for eight weeks. After this, they begin rehearsals for two full scale productions at which point a team of NYT Backstage Members join the productions to further their training.

We are looking for an experienced Company Stage Manager to support the company of Actors and Backstage member roles through the rehearsals and productions at three different venues

DATES: Monday 9 September 2024 – 13 February 2025

There is likely to be some engagement prior to this on a Safeguarding training course provided by NYT and prep days.

Production schedule:

SHOW 1:

Venue: Wilton's Music Hall

Dates: Rehearsals start w/c 09 September 2024 (4 weeks rehearsals)

Dry Tech: (for 1 week) at NYT on Holloway Road from w/c 07 October 2024

Tech, Previews and Performances: w/c 14 October – 21 October at Wilton's

SHOW 2

Venue: National Youth Theatre's Workshop Theatre Holloway Road (N7 6LW)

Dates: Rehearsals: from w/c 28 October,

Tech: w/c 25 November 2024

Performances: w/c 2nd December – 21 December 2024

FURTHER REHEARSALS

Venue: National Youth Theatre's Workshop Theatre Holloway Road (N7 6LW)

Dates: 06 January 2025 – 13 February 2025

Please note that these schedules are not yet fixed and are subject to change.

VENUES: The performance venues are Wilton's Music Hall and NYT's Workshop Theatre at NYT's creative base on Holloway Road North London. The rehearsals will be at NYT on Holloway road.

LOCATION: The role is based in London.

FEE: £541.38 per week, plus pension, holiday pay and overtime. To be paid pro rata for any part weeks. This is a freelance contract and the successful

applicant will be responsible for their own declaration of tax and National Insurance.

RESPONSIBLE TO: Head of Producing

SUPPORTED BY: Assistant Producer, Production and Casting Co-Ordinator, Production Manager and Stage Management Team (partly consisting of NYT backstage members)

WORKING HOURS:

This includes 2 week unpaid Christmas break w/c 23 Dec and w/c 30 Dec.

The primary working hours to service this contract will be Monday to Saturday, 10:00–18:00 during the rehearsal period. Evenings during the rehearsal, technical and performance periods will be required, with additional hours as and when required to meet the needs of National Youth Theatre for the duration of the project.

JOB DESCRIPTION

- Managing rehearsals, running technical rehearsals, and performance area to a satisfactory standard as is custom for a CSM on a Professional Theatre Production
- To undertake/supervise get-ins and get-outs, scene changes and strikes
- To work with members in training in DSM and ASM positions as well as supporting an additional Stage Manager.
- To provide considerate and compassionate pastoral care to the 16 REP Company of Actors as well as acting as a mentor supporting Backstage roles including ASM, Lighting and Sound Operators. To follow all Safeguarding regulations concerns and appropriate guidelines provided by NYT.
- To report to the Head of Producing/Assistant Producer any issues relating to the well-being and performance of the company and/or Stage Management team, particularly cases which may require pastoral or follow up action.
- The Company Stage Manager will manage all stage management budgets relating to the Play/s; monitoring and controlling all relevant stage management expenditure as well as completing all standard stage management paperwork, including but not limited to circulating rehearsal and show reports, calls and the Props Bible.

- In consultation with the Production Manager, to liaise with the company, creative teams and the production department to arrange calls and co-ordinate rehearsals, including the running of all technical rehearsals.
- To liaise and maintain positive relationships with all NYT departments as well as the in-house teams at the chosen Performance venues.
- To manage bookings for company accommodation if required.
- To support the Producers and Production Manager in ensuring the creation of the show is within budget and on schedule.

Person Specification

At least 5 years professional experience within Stage Management/Company Management.

Experience of managing DSMS and ASMs

Proven ability to work within allocated budgets

Proven ability to work as part of a team

An organised yet flexible approach to work

Problem solving skills and the ability to think on your feet

Previous pastoral/accessibility experience & responsibility working with young people in a training-led environment

A strong understanding of and commitment to diversity in all its forms.

A professional and personal commitment to Equality of Opportunity and an understanding of how this should be applied in a learning environment

Excellent written and oral communication skills and the ability to adapt communication styles to a range of different audiences and purposes.

A can do positive attitude backed by relevant peer review or personal references

An understanding and experience of the arts and creative sectors and the breadth of opportunities provided by the National Youth Theatre.

Desirable Experience and Characteristics:

Experience of an arts training and education programme in either an educational setting (School, College, University) or with an arts organisation or arts venue.

Experience of working in REP theatre

A strong knowledge of production related health and safety information.

A person who enjoys or has experience of mentoring, teaching or working in an environment with young people (age 14-25).

Safeguarding Training

TO APPLY:

Please send your CV and a cover letter detailing why you'd be a good fit for the role to Cherrelle Glave, Assistant Producer (productionadmin@nyt.org.uk)

Your cover letter can be submitted in written format (up to 2 sides of A4, video format (up to 3 minutes long) or voice note format (up to 3 minutes long).

Please complete our Equal Opportunities form, which you can find [here](#)

DEADLINE FOR APPLICATIONS: Thursday 21 March 2024 midday

INTERVIEW DATES: w/c 01 April 2024

DBS: In keeping with our Safeguarding Policy, employment with the National Youth Theatre is contingent upon the receipt of a valid Enhanced DBS Certificate, which NYT can facilitate along with Safeguarding Training and a valid First Aid Certificate.

If you require any of this information in another format or have any access requirements to complete your application get in touch on jobs@nyt.org.uk / 020 7561 8661 and we'll be happy to help