

Job Description – Casual Stage Manager

Employer: **Kings Place Music Foundation**
Date: **May 2018**
Department: **Technical**
Responsible to: **Technical Managers, Head of Technical**

Role Objective:

The Stage Manager is the main point of contact for artists and clients, establishing a link between them, the Duty Manager, Event Technicians and the Front of House team. Stage Managers ensure all performances, rehearsals and conferences (events) are stage managed professionally, run smoothly and that artists are provided with the highest quality service and hospitality.

Key Duties:

On the day – Prior to event

- Report to the Duty Manager and sign in Event Technicians
- Coordinate Back of House operations and prepare event and rehearsal spaces as required
- Ensure dressing rooms and green room are clean, tidy and appropriately set
- Managing the distribution and collection of Salto Cards to performers or clients
- Act as a liaison between performers or clients and the technicians and duty managers before, during and after the event – including attending event briefings
- Ensure schedules are kept to from artists' or clients' arrival time to departure
- Brief artists or clients on evacuation procedures
- Organise and provide hospitality to all visiting artists
- Manage transfer of merchandise from artists to duty manager
- Ensure piano tuning schedule is implemented
- Communicate artists' guest list to the Box Office

On the day – During the event

- Manage Event Technicians and in liaison with the Duty Manager and Technical Management, ensure staff breaks are taken
- Shepherd performers or clients on and off stage
- Call cues
- Deliver FOH calls
- Change stage setups as required

On the day – After the event

- Ensure PRS forms are completed
- Clear the stage
- Ensure the artists or clients leave then tidy up dressing rooms and the green room
- Sign out Event Technicians and complete a show report
- Sign out with the Duty Manager
- Lock up back of house and the auditorium

Additional duties

- Liaise with Steinway & Sons to resolve any issues with the pianos
 - Evacuate artists or clients during events and rehearsals
 - Deliver evacuation instructions to audience from stage if required
 - Carry out and assist with additional duties as instructed by Technical Management
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Requirements:

- At least 2 years professional Stage Management experience
 - A basic knowledge of lighting, sound, staging and AV
 - Welcoming, friendly and efficient approach
 - Excellent customer service & time management skills
 - A flexible, yet firm approach
 - Knowledge of office software
 - Excellent interpersonal and communication skills
 - Previous experience in a music and/or conferencing environment is desirable
 - Knowledge of Artifax is desirable
 - Ability to read music desirable
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