

Job Description: Company Stage Manager (Maternity Cover)

Key Information

Department	Stage Management
Responsible to	Artistic Director/Joint CEO
Manages	Stage Management team (including freelancers/work experience placements)
Key relationships	Executive Director/Joint CEO, Technical and Production Manager, Operations Manager, Facilities Manager, Finance Director, Outreach Director, Head of Wardrobe, freelance creatives
Contract	6-month fixed term Maternity Cover (January – June 2025)
Hours	Nominal average weekly hours are 40 excluding meal breaks. In addition, you will be required to work such hours and/or days, including evenings, weekends and public holidays, or as are needed to fulfil the requirements of the position.
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£35k-40k depending on experience (time and a half paid for Sunday work & +.5 for Bank Holidays if required to work)
Benefits	Free onsite parking, discount in restaurant and bar, two complimentary tickets per production (subject to availability)
Pension	Contributions to Employer's Workplace Pension Scheme (5%)
Annual leave	5.6 weeks including public holidays

Overview

The Company Stage Manager (CSM) leads the Stage Management department; is responsible for the welfare of the acting companies; plays a key role within the Management team in achieving targets and maintaining standards across the organisation; and provides wider support across all departments at The Watermill. Alongside the Production Manager, the CSM is responsible for the smooth running of the theatre's programme of productions, and Watermill touring productions.

Duties and Responsibilities

Individual Responsibilities:

Productions

- Oversee the delivery of stage management services for all Watermill productions including the daily setting up and smooth running of rehearsals and performances.
- Maintain a regular dialogue with the Artistic and Executive Directors, keeping them in touch with welfare of the company and informing them of any matters concerning the current shows in performance and rehearsal.
- Run the technical and dress rehearsals and ensure that the schedules are kept on track.
- Ensure the running of all performances are within the agreed and established artistic and technical standards.
- Research and procure props and furniture with creative team as required for Watermill productions within the budget.
- Support the Outreach Department on access performances, eg BSL integrated performances, making sure rehearsals are coordinated into the weekly schedule.
- Liaise with Marketing to organise publicity and press calls.
- Manage the efficient running of EPKs or any additional filming.
- Ensure any necessary PRS permissions are sought in advance of productions and PRS information is provided by Sound Designers, Composers, and/or Technicians for all Watermill and visiting shows.
- Support the sustainability measures and incorporating Green Book practises into the theatre and productions.
- Source and book additional rehearsal space as required.

Management and Staffing

- Provide effective management to all staff under the CSM's line management.
- Monitoring working hours and completing time sheets, to ensure that the Department's time is used as cost effectively as possible.
- Allocate permanent and freelance staff to each show in an effective and efficient way.
- Take responsibility for interviews and recruitment, in accordance with The Watermill's Equal Opportunities policy and current legislation.
- Play a proactive role in creating an inclusive and diverse workplace.
- Support co-producers in recruiting freelance Stage Managers where necessary.
- Book additional creatives in agreement with the Artistic Director/Joint CEO, such as Dialect Coaches and Fight Directors.

Contracts and Accounting

- Deal with any contractual or union matters which may arise, in conjunction with the Artistic Director/Joint CEO, Executive Director/Joint CEO, Finance Director and Operations Manager.

- Ensure the implementation of employment terms for all actors and stage management staff in accordance with the relevant union agreement.
- Take responsibility for managing agreed budgets under your control for productions and maintenance.

Health and Safety

- Together with the Production Manager, manage a well-organised, clean efficient and safe working environment in those areas used by stage management and company members.
- Book physio for the company if needed when injured during rehearsals or performance.
- Ensure all work undertaken by the stage management team complies with The Watermill's Health and Safety policy and practices and within current Health and Safety legislation.
- Implement staff training when required.
- Ensure appropriate risk assessments are carried out for all Watermill productions.
- Take responsibility for the management of the theatre's rehearsal spaces and ensure that they are well prepared and safe environments.
- Take responsibility for the accountability of company members and staff under CSM line management during fire evacuations.

Organisational Commitments:

- Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.
- Undertaking relevant training and development as required.
- Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.
- Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.
- Creating a positive working environment, underpinned by the organisation's values.
- Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.
- Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).
- Contributing to our environmental sustainability goals.

Person Specification

- Significant professional stage management experience in a producing theatre, working with and supporting creative teams.
- Excellent communication and organisational skills.
- Experience of managing people and working as part of a team.
- Proactive, solution focused, energetic and able to remain calm whilst working under pressure.
- Highly organised with the ability to prioritise and multi-task.
- Proven experience of managing budgets.
- Good knowledge of the Equity / UK Theatre Sub Rep Agreement.
- Good IT skills, including Microsoft Suite
- Experience of working on a variety of productions with a diverse range of groups and individuals of varying abilities and ages.
- Willingness and ability to work scheduled evenings and weekends.
- Commitment to inclusivity and diversity at The Watermill and within the wider sector.

Submitting Your Application

How To Apply

Please send your CV, cover letter explaining why you want to work for The Watermill and how you meet the person specification, and completed Equal Opportunities monitoring form (details below) to Emily Beck (Theatre Administrator) via admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor
Newbury
RG20 8AE

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications Monday 5th August at midday

Interviews w/c 12th August

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.