



## Touring Stage Manager - The Whirlybird Tour 2023

### Role

**Role Title:** Stage Manager

**Brief Description:** To stage manage The Whirlybird production and tour including operating the sound, organising the set and props into a packable format for touring, lead on the get-in and out and set up and driving the company van. It also includes attendance at rehearsal, in which the Stage Manager will learn the show. The Stage Manager has overall responsibility for prop and set repairs, maintaining tour consumables and fuel.

### Reports to:

Jane Dixon, General Manager - for all scheduling, contract and financial matters.

Emily Reid, Artistic Director – for any matters to do with the creative aspects of the show and set and props.

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### The Tour

The Whirlybird is a 35-minute production performed by 2 actors, with a 10 minute post show stay & play. It will tour to schools, nurseries, community settings and theatre venues. The focus will be on Glasgow, but with some bookings further afield across Scotland.

### Dates & times

The contract period will run from 20<sup>th</sup> September – 1<sup>st</sup> December. The contract will be part-time: performance days will usually be Wednesday to Friday, with some weekend bookings, particularly around the schools October break.

All performances will be during the day – usually one morning and one afternoon performance at each venue.

### Fee

£130 per day, plus travel expenses to/from Edinburgh-Glasgow, and per diems associated with any work further afield.

## Responsibilities

### Pre-Tour

- Learning the show and sound cues in Q-Lab
- Learning the show set up
- Leading on the pack up of set and props for touring including creation of a kit list
- Assisting with the load in of set to the van, get-in to dress rehearsal space, get out of dress rehearsal space
- Attend a brief on tour consumables/fuel during rehearsal.

### Tour Responsibilities

- To arrange meet times and drive the Performers and equipment to the scheduled venues.
- To assist the Performers with the get-in and get-out, transporting equipment safely & responsibly.
- To set up and take down all sets and props paying attention to the correct manual handling and health & safety guidelines.
- To run the show including sound cues.
- To provide practical assistance with post-show 'Stay & Play' sessions.
- To care for touring props and to perform minor repairs to props as necessary.
- The Stage Manager will be primarily responsible for checking and replenishing supplies of all tour consumables, ensuring they don't run out. For props that cannot be repaired/sourced by the SM, please contact the Artistic Director.
- To comply with established systems for purchase of fuel and consumables and to maintain required financial records.
- On the final day of the tour to unload the set from the van into storage.
- To comply with risk assessments and ensure the health and safety of actors, audience members and venue staff.
- To assist with any other reasonable task to ensure the smooth running of the production.



### Post Tour

- To report any repairs required to show set or props at end of working contract to the Artistic Director.
- Attend a brief exit meeting either in person or by telephone at the end of tour.

### General

- To comply with Eco Drama policies as required:
  - Driving policy
  - Policy for the protection of children and vulnerable adults
  - Health & safety policy
  - Environmental Policy

## Person specification

### ESSENTIAL

- Experience of stage management for similar scale touring theatre productions
- Experience of working with Q-Lab to operate sound on a Mac
- Age over 25 with a clean drivers license held for over 12 months
- Organised, a team player and excellent communicator.
- Positive and enthusiastic attitude
- Willingness to become member of the PVG scheme as required by the Disclosure (Scotland) Act 2020

### DESIRABLE

- Edinburgh based
- Access to own vehicle
- Experience of driving a medium transit size van
- Experience of work in schools and community settings.
- Experience of participatory workshops
- Support for Eco Drama's environmental ethos

### **Note on transport**

*Eco Drama's existing touring van runs on bio-diesel and will be prohibited from driving into Glasgow City Centre's Low Emission Zone. We are in the process of researching the purchase of an electric van which may or may not be available in time for the tour. Both scenarios throw up logistical issues regarding parking and pre-show meeting locations.*

*We are looking at several practical options to resolve these issues, which also take into consideration the fact that one of the actors will be commuting from Edinburgh. We hope that the Stage Manager will be able to work with us to find the most workable solution.*

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## APPLICATION

To apply, please submit a recent CV with a 1-page PDF cover letter stating why you would be suited to the role. Please submit both documents via email to Jane Dixon, General Manager no later than midnight on Sunday 7<sup>th</sup> May [jane@ecodrama.co.uk](mailto:jane@ecodrama.co.uk)

For more info about the show, please visit: <https://ecodrama.co.uk/productions/the-whirlybird/>

To have an informal discussion about the role, please contact Emily Reid, Artistic Director. [emily@ecodrama.co.uk](mailto:emily@ecodrama.co.uk)

Interviews will be held online on **Monday 15<sup>th</sup> May.**

