

JOB DESCRIPTION

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| Job Title: | Deputy Stage Manager |
| Department: | Technical |
| Reports to: | Stage Manager |
| Responsible for: | Assistant Stage Manager |
| Liaises with: | All Departments and external contacts at all levels |

BACKGROUND AND CONTEXT

ENB has always been a pioneering ballet company and our mission is *to take world-class ballet to as many people as possible, wherever they are and whatever their means*. We tour annually to numerous UK towns and cities, as well as prestigious venues worldwide. Our significant and influential contribution to Britain's cultural sector is demonstrated by strong and diverse audiences, regular recognition by key industry awards, and the elite talent that we attract and retain. We work to evolve our artform, whilst celebrating the classics and believe that our organisation, on stage and off, should reflect the world in which we live. ENB's output and productivity is high for an organisation of our scale (c220 FTE), but that is one of the things that is attractive both to our international talent and to our funders.

In 2015 we embarked upon an ambitious capital project to relocate from our limited rehearsal premises in Kensington to a new purpose-built home on London City Island (LCI). The new building is a 93,000 square foot industry-leading centre for dance, where ballet is created, taught, rehearsed, developed, and shared with our audiences. With significant backing from Arts Council England, the Greater London Authority [GLA] and the generosity of a significant number of philanthropists and trusts, we successfully completed a £36m capital campaign and moved into our new home in July 2019.

Despite a successful 9 months in our new home, we were forced to close our doors to the public in March 2020 as the Covid-19 pandemic hit. Nevertheless, we have now managed to return to our studios, creating work for digital and ensuring we are performance ready. We anticipate being back on stage, albeit to socially distanced audiences, in the early summer of 2021.

PURPOSE OF THE ROLE

The Deputy Stage Manager is paramount in supporting the Stage Manager to prepare and deliver quality performances nationally and internationally. Being 'on the book' for all performances, to support and assist the Stage Management Team in all aspects of

production to ensure, the safe, smooth and efficient running of performances and rehearsals.

KEY RESPONSIBILITIES

- To create or update a prompt copy during the rehearsal period and to cue the show during performances.
- To manage the smooth running of rehearsals. Including: mark outs, operating sound, filming, prop setting etc.
- To ensure clear communication of information between the rehearsal studios and all relevant parties including, props, set, lighting, shoes, wigs, and wardrobe.
- To work with the rest of the technical department, ensuring the smooth running of all productions.
- To assist the rest of the Stage Management team in the running maintenance of props and other production requirements.
- To keep accurate and up to date records of all production paperwork.
- To understand and work within relevant Health and Safety legislation and procedures, including accident reporting procedures, and risk assessments as needed.
- To assist the Stage and Company Managers with the general discipline, supervision, and well-being of the Company.
- To deal with matters of emergency dancer welfare, including acting as a first aider.
- To work with events/development events teams to stage manage internal events involving performances, such as gala dinners, when required.
- To deputise for the Stage Manager as required.

General

- Undertake any other relevant duties that fall under the general scope of this role, as instructed by the Stage Manager, and /or, Technical Director/Deputy Technical Director.
- Participate in the provision of the safe working environment, always adhering to the Company's and host Company's health and safety policies.

PERSON SPECIFICATION

Attributes, Experience and Skills and Knowledge

- Extensive experience of being "on the book" for large scale productions.
- Strong score reading ability is essential.
- Touring experience (national and international is desirable), preferably in dance or opera.
- Clear, confident communication (verbal and written) with active listening skills.
- Ability to remain focused and calm when under pressure.
- Ability to remain patient and pragmatic, especially during performances
- Excellent relationship building and interpersonal skills; externally and within the Company.
- Proficient use of the general suite of Microsoft Office Programmes (Outlook, Word, Excel).
- Knowledge of QLab is advantageous and desirable.
- First-Aid qualification is advantageous and desirable.

Mind Set

- Professional and ethical approach in all aspects of your work as an ambassador for the Company.
- Positive enthusiasm for ENB and the performing arts generally.

EMPLOYEE BENEFITS

- 25 days annual leave plus statutory public holidays,
- 24/7 free access to our EAP (employee assistance programme) via Life and Progress,
- Free access to Ballet Active, our digital library of ballet classes and fitness content, until physical attendance to ballet classes is possible,
- Complementary tickets to ENB performances (when we are back on tour),
- Up to 7.5% company pension contributions (post probation),
- Season ticket loan,
- Cycle-to-work scheme,
- Eye care vouchers,
- 15% discount at The Espresso Room,
- Informal dress code.

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.