



**Candidate Information**

**Company Stage Manager**

**Closing date for applications:**

**Monday 25<sup>th</sup> November 2024 – 5pm**

**In anticipation that many potential candidates may be contracted to Christmas projects it is envisaged that the start date for this position will be from mid-January 2025 and the position will run for a fixed term of 12 months.**

### Equality Statement

Replay Productions Ltd (Replay Theatre Company) is an *equal opportunities employer*. This means that we will make good faith efforts to comply with the spirit and letter of the equality laws.

We will promote a good and harmonious working environment in which our employees will be treated with dignity and respect, and we will not discriminate unlawfully against or harass any person on the grounds of:

<b>Sex</b>	<b>Pregnancy or maternity</b>	<b>Gender reassignment</b>
<b>Marital or Civil partnership status</b>	<b>Religious or similar Philosophical belief</b>	<b>Political opinion</b>
<b>Racial Group</b>	<b>Sexual orientation</b>	<b>Disability</b>
<b>Age</b>		

We will also endeavour to ensure that our workplace and our employment policies and practices do not unreasonably exclude or disadvantage those of our job applicants and employees who have disabilities. To this end we will comply with the duty to make reasonable adjustments that is imposed on us in relation to such persons. We note that a failure to comply with that duty would be an act of unlawful discrimination.

**Replay Theatre Company particularly welcomes applications from disabled candidates.**

**Please inform us if you require the application in another format and/or if you have specific access provisions you require to enable you to attend an interview**

## Job Description

<b>Job Title:</b>	<b>Company Stage Manager (1-year fixed term)</b>
<b>Organisation:</b>	<b>Replay Theatre Company</b>
<b>Location:</b>	<b>EBNC, 55 Templemore Avenue, Belfast, BT5 4FP</b>
<b>Salary:</b>	<b>NJC Scale 05, Point 12 £26,421pa + Workplace Pension 26 days annual leave + statutory holidays</b>
<b>Line Manager:</b>	<b>Artistic Director</b>

### Background

Replay Theatre Company has been making theatre adventures for younger audiences since 1988. We develop and tailor our work to engage and inspire four key audiences under the age of 19: from tiny babies in our early years programme, to primary school age children of all abilities and backgrounds, to teenagers journeying into adulthood, and children and young people with diverse, complex, and often multiple disabilities.

### **Our Work**

Theatre experiences enrich children's lives: they fire the imagination, soothe and stimulate the senses, engage and absorb attention, stoke curiosity, and support relaxed and playful interaction with the environment. It is a child's *right*<sup>1</sup> to relax, play, and take part in a wide range of cultural and artistic activities, including theatre.

At Replay Theatre Company, we are passionate and skilled in the art of creating quality theatre experiences for younger audiences: for more than 30 years we have worked with children of all ages, abilities, and backgrounds, delivering innovative and increasingly inclusive productions and tours. We are proud to have grown this special portfolio here in Northern Ireland: our children deserve only the

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<sup>1</sup> UN Convention on the Rights of the Child, Article 31.

very best.

Our five-year Strategic Plan affirms the essential values and purpose that have driven Replay's work for more than a quarter of a century and builds upon that firm foundation to clarify our vision for the next five years. It also describes our current context, articulates the creative production process we have developed, and sets the direction for an exciting programme of activities.

### **The Company**

Replay Theatre Company is a registered company with charitable status, recognised by the Charity Commission NI. The organisation is core funded by the Arts Council NI and Belfast City Council. The delivery of Replay's strategy and programme of work is supported by a small team of 3 full-time and 1 part-time members of staff. Day-to day responsibility for the management of the company, lies with the Chief Executive who is supported by Artistic Director, Director of Inclusive Theatre and Finance & Operations Manager. During the delivery of key programmes, the organisation employs teams of professionals on freelance and short-term contracts.

### **OUR VISION**

*Enriching the lives of young audiences in Northern Ireland and beyond through valued,  
world class theatre*

### **OUR PURPOSE**

*Replay's purpose is to create world class theatre especially for young audiences,  
because it is every child's human right to have their lives enriched through the arts*

## **Purpose of the Role**

### **Company Stage Manager**

To assist with a busy 2025 season for Replay Theatre Company, the Company Stage Manager will be responsible for ensuring the smooth running of Company productions, either in-situ or touring venues.

**As the Company Stage Manager, you'll take a lead in managing rehearsals, actors, technicians, props and costume fittings, and liaise with venue staff and the director.**

You'll need to have a good understanding of both the technical and artistic elements of Replay's productions so you can ensure they are delivered exactly to each show director's requirements. Being involved from the rehearsal stage through to the live performances, you'll be on hand to deal with any emergencies that may arise.

On larger productions the Company Stage Manager will be supported by a deputy stage manager and potentially other assistant stage managers. For smaller shows, the Company Stage Manager is likely to work on their own.

### **Responsibilities**

As the Company Stage Manager, you'll need to:

- set up and run rehearsal schedules
- procure props, furniture and set dressings and, in small companies, assist in set construction
- arrange costume and wig fittings
- distribute information to other theatre departments
- manage the props, and possibly the design budgets, liaising with the Finance and Operations Manager regarding costs
- supervise the 'get in' to the rehearsal room, theatre or host venue when the set, lighting and sound are installed, and the 'get out', when all the equipment is removed
- compile and operate prompt copy - also known as the 'prompt script' or 'the book', which notes actors' moves and cues, and the requirements for props, lighting and sound
- make alterations to the set between scene changes, prompt actors and cue technicians
- take charge of the show once it starts, running the backstage and onstage areas during performances
- make sure that what is supposed to happen during a performance happens and handling any problems that occur

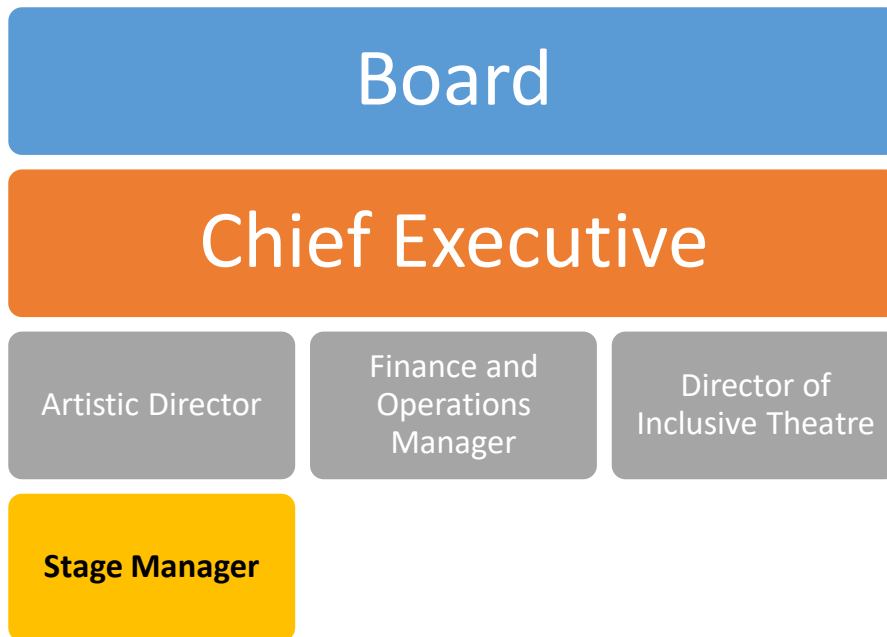
- liaise with the director, stage personnel and other technical departments, such as costume, lighting and sound
- call actors for rehearsals and performances
- during a long run, maintain and replace props and costumes as required
- liaise with resident staff at other performance venues (if touring)
- ensure the company's welfare and maintain a good working knowledge of all relevant health and safety legislation and good working practice.
- be responsible for the organisation of the company's storage facility
- collect and collate evaluation materials and assist with project debriefs

#### **OTHER**

- Attend and participate in regular meetings and communications among core staff and with freelance professionals under contract to Replay
- Engage in and complete professional development opportunities
- Ensure that Replay Theatre Company policies, procedures and high standards are adhered to at all times
- Undertake any additional duties that might reasonably be required by the Management of Replay Theatre Company
- Flexible and available to work hours to meet the needs of the role – occasionally including evenings and weekends
- Support the overall work of the charity by attending/ participating in activities and events as required

***The foregoing is not an exhaustive list of duties.***

## Organisational Structure



### Role Competencies

#### Essential Eligibility Criteria:

Applicants must have:

- A minimum of 3-years professional experience in a stage management or comparable role, either within a single venue or a touring capacity
- A proven track record of delivering projects to the highest standard of artistic and production values
- Knowledge and practical experience of production and technical techniques including set construction, rigging, lighting, sound, and video;
- Demonstrable experience in working autonomously to deliver on agreed targets and within budget
- Experience of managing, reconciling, and reporting on financial and budgetary targets
- Experience of running production support software eg QLAB, NOMAD etc.
- Experience of managing a wide range of people and departments across a production process;
- Full drivers licence

**Short-Listing (Desirable) Criteria:**

In addition to the above qualifications and experience, other shortlisting criteria may be applied.

It is desirable that applicants have:

- Knowledge of and experience of touring both domestically and internationally
- Knowledge of sustainability in theatre production e.g., Theatre Green Book
- Knowledge of Health and Safety legislation and procedures as related to the theatre industry
- First-aid training
- Experience of working as part of a small team

**PERSON SPECIFICATION– These competencies will be assessed at interview**

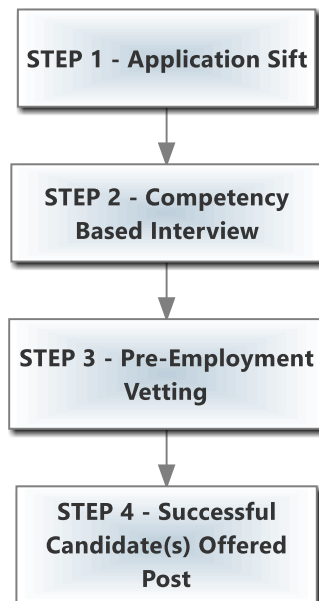
The successful applicant will be:

- Passionate about arts for young audiences
- A team player
- Proactive
- Conscientious and organised



## APPLICATION PROCESS

The application process should be outlined to potential candidates.



## GUIDANCE FOR MAKING YOUR APPLICATION

### Application Submission

- Completed applications and monitoring forms can be submitted by:
  - Posted or hand delivered to **Finance and Operations Manager, Replay Theatre Company, EBNC, 55 Templemore Avenue, Belfast, BT5 4FP**
- Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.
- Applications and Monitoring Forms may be emailed to [hayley@replaytheatre.co.uk](mailto:hayley@replaytheatre.co.uk)
- We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
- Should you have any queries please contact Hayley McBride at the email address above.

## **INTERVIEW GUIDANCE FOR APPLICANTS**

Interviews will take place early December 2024

The selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

## **FURTHER APPOINTMENTS FROM THIS APPLICATION**

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

## **SAFEGUARDING POLICY**

*“Replay Theatre Company values children, and centres its activities on their welfare, enjoyment and comfort. We strive to develop children’s self-esteem, encourage each child to contribute to, and participate in activities, and reward their efforts as well as their achievements.”*

Replay is committed to equality and fair treatment of all core staff, freelance employees and potential candidates for posts within the company. Replay is also committed to ensuring that the welfare of the person is of paramount consideration and that company recruitment systems do not increase or ignore the potential risk of harm to the children and young people with whom Replay works not do they compromise or put at risk the individual staff members or candidates.

Replay is currently a registered body with AccessNI and requires Enhanced Disclosures from all staff that meet the requirement of regulated activity with children.

As part of Replay’s recruitment and selection process, offers of employment to positions where working with children is an expected part of the job will be subject to an AccessNI check. This applies to persons engaged on staff, casual or freelance contracts. Replay will ensure that all applicants that apply for a Disclosure are made aware of our policy on recruitment of ex-offenders, which can be found in our Safeguarding Policy which is available on request. Having a criminal record will not necessarily bar you from working with Replay Theatre Company. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a Disclosure Certificate. Replay adheres to the AccessNI Code of Practice which is available to read here <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>