



JOB DESCRIPTION

STAGE MANAGER

Eleven Arches, the production company behind 'Kynren – an epic tale of England', the spectacular open-air live action show in Bishop Auckland, County Durham, is looking for a talented individual to join the team as Stage Manager as the show moves into its third season, and the development of a new daytime theme park begins.

Eleven Arches is a registered charity which aims to establish Bishop Auckland as an international tourist destination, a new engine for economic growth, with Kynren at its heart as the vehicle for an innovative and engaging arts, education and community development programme in the North East.

Performances of Kynren run each year throughout the summer from July to September. The production is dependent on, and sustained by, an entire cast and crew of over 1,000 volunteers, who are the foundation of Kynren, without whom there would not be a show.

The role offers the successful candidate the opportunity to be involved in inspiring, ambitious and unique project, working in a fast-moving, unpredictable, high-octane environment that accompanies the production of a world-class show.

OVERVIEW OF THE ROLE

As Stage Manager, you will be instrumental in assisting the Creative Director and the Creative & Production Team to deliver the best possible performances of Kynren from the start to the close of each season. In addition to being involved in the technical and creative aspects of the production, this role also involves leading the cast and crew during rehearsals and throughout the performance season.

The role is suited to a recent graduate or someone who has some experience of working in a theatre who is looking to begin or grow their career in production.

CORE OUTPUTS & RESPONSIBILITIES

This is an incredibly fast-paced and varied project management position. Examples of responsibilities include, but are not limited to:

- Recording all the creative changes during the show review, and update the technical script with all notes of set changes, lighting needs, special effects, sound needs, costumes, props and cues.
- Recording of all staging elements of the show
- Management of the rehearsal Schedule and updates

- Leading on the rehearsal format with the Creative Team
- Producing rehearsal reports
- Assistance of props and scenery to prepare rehearsals
- Assisting the Director to run rehearsals and call cues and gos to the cast and crew
- Ensuring rehearsals run to schedule
- Calling regular scheduling meetings with all relevant departments
- Recording any creative changes during rehearsals

Given the unique nature of this opportunity, it is essential that the right candidate will be flexible to carry out any other duties that contribute to ensuring Kynren's success.

SKILLS, EXPERIENCE & PERSONAL ATTRIBUTES

- Exceptional communication skills, both written and verbal
- A firm, kind, polite, respectful, and calm manner who can encourage and lead a large number of people to achieve a high standard of onstage and backstage discipline
- Excellent organisation skills
- A basic understanding of all the technical demands of a production: lights, sound, props, set changes and special effects.
- Flexible, adaptable, with a highly receptive and positive attitude towards change. Whilst the production is in its third year, the organisation is still incredibly fluid in its approach to processes where efficiencies can be made, and as such the right person will need to be confident embracing changes as they occur
- Personable, friendly and outgoing, with stamina and a positive outlook
- Proactive, independent and a self-starter. It is imperative that the right candidate is able to work independently in order to get the job done, with an ability to "think outside the box" in relation to problem-solving and identifying efficiencies
- Excellent team-player, who identifies areas where they are able to assist others in making sure deadlines are met
- Close attention to detail, process-driven and continually striving for excellence

REMUNERATION

This is a permanent position that offers the successful candidate the chance to build a rewarding and valuable career in production within a forward-thinking and dynamic organisation, with opportunities for progression. Given the nature of the industry and the role, working hours will be extremely varied, particularly during the busier months whilst preparation for the production is underway.

We offer a competitive salary and benefits package, commensurate with experience. To apply, send your CV with a covering letter to recruitment@elevenarches.org