

COMPANY STAGE MANAGER ON THE BOOK

We are recruiting a CSM on the Book for an exciting new production rehearsing August/September and playing September/October. We are seeking a stage manager with excellent DSM and CSM skills to join the project, starting on 23 August 2021.

SOHO THEATRE is London's most vibrant producer for new theatre, comedy and cabaret. We pursue creative excellence, harnessing an artistic spirit that is based in our new writing roots, the radical ethos of the fringe and the traditions of punk culture and queer performance. We champion voices that challenge from outside of the mainstream, and sometimes from within it too. We value entertainment, accessibility and enjoy a good show. We are a registered charity and social enterprise and our audiences are diverse in age, background and outlook.

We are mission driven and we measure our success in:

- the NEW WORK that we produce, present and facilitate
- the CREATIVE TALENT that we nurture with artists, in our participation work and with our own staff
- the DIVERSE AUDIENCES that we play to and engage

Bang in the creative heart of London, our home is one of the country's busiest venues with a year-round festival programme and a buzzing bar. By day we're a hive of writing, workshops, showcases, meetings and events and by night we're stage to an average of six shows and a throng of audiences. Ordinarily our work plays to live audiences of 250,000 audiences a year in our Dean Street venue, at the Edinburgh Fringe and beyond. During our temporary closure due to Covid-19 we re-launched our online platform Soho Theatre On Demand, which hosted the phenomenally successful live recording of FLEABAG and recently released TYPICAL and SUNRISE. We've partnered with Amazon Prime Video (UK) for a three-series deal, bringing existing and new comedy shows to the platform (2021-22). We also have an additional venue in Walthamstow in progress.

Soho Theatre's board is chaired by Dame Heather Rabbatts DBE and the company is led by Executive Director Mark Godfrey and Creative Director David Luff.

sohotheatre.com | www.sohotheatreondemand.com | [@sohotheatre](https://twitter.com/sohotheatre)

JOB SUMMARY

Closing date: Tuesday 3 August, 5pm
Job Title: CSM on the Book
Location: London, W1D 3NE
Salary: £550 per week

How to apply:

To apply, please send a CV and cover letter (no longer than 500 words) and complete an online equal opportunities monitoring form - [click here](#)).

We will shortlist for the position based on how you respond to the Job Description.

Submitting an application:

We prefer applications to be sent by email. Please send your CV and cover letter to jobs@sohotheatre.com with **CSM on the Book** in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 5pm, Tuesday 3 August 2021.

We will contact every candidate, whether they have been shortlisted for interview or not.

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Our key dates are:

Rehearsals: 23 Aug - 11 Sep

Get-in: Sun 12 Sep

Tech: Mon 13 Sep - Thu 16 Sep

Previews: Thu 16 Sep - Mon 20 Sep

Press in from: Tue 21 Sep

Press/Guest Night: Thu 23 Sep

Final performance: Sat 16 Oct

JOB DESCRIPTION

The Company Stage Manager on the Book will be expected:

- to attend all rehearsals;
- assist in setting up and tidying the rehearsal space;
- complete timesheets;
- write up and send out rehearsal notes;
- create the production “bible”;
- send out rehearsal and performance calls;
- assist in arranging media calls for performers/creatives;
- assist in sourcing props;
- assist in the setting of props during the production;
- assist in the get in and get out of the production during the contracted period.

PERSON SPECIFICATION

Qualities

- Strong organisation skills
- Able to work with commitment and dedication to find solutions to problems
- Excellent communicator
- An eye for detail
- Able to remain calm under pressure

Skills

- Strong decision-making and negotiation skills
- Able to lead a team and work collaboratively
- IT skills (Soho uses MS office)
- Awareness of Health and Safety implications relevant to the role
- First aid qualification (desirable)

Experience

- Experience in stage management in a theatre
- Experience working with and supporting creative teams
- Experience running technical rehearsals

TERMS AND CONDITIONS

Equal Opportunities

Running through the core of Soho Theatre are the values of equality of opportunity, diversity of background and inclusion and accessibility for all. Our artists, audience and staff reflect a diverse London and we work hard to increase representation across cultures and experience.

Terms of Employment

This is a fixed-term contract starting on 23 August and finishing on 16 October.

Salary

£550 per week.

July 2021