Contract to run from 22nd November 2021 to 27th December 2021 inclusive

Salary of £532 Per Week

Reporting directly to the Deputy Stage Manager you will support the deputy stage manager in the smooth running of the production from the rehearsal room thought to production completion.

**You will be responsible for;**

* Sourcing all production props as specified by the deputy stage manager and keeping within budget.
* Adhere to The Albany Theatres Purchasing procedure.
* Support the Deputy Stage Manager in the setup and transportation of all rehearsal room equipment.
* Compile and update props setting lists
* Support the deputy stage manager in ensuring that the stage is performance-ready
* Act as book cover where appropriate.
* Act as dresser where appropriate.

**Person specification**

* Experience in sourcing props within the production budget.
* Resourcefulness
* Excellent time management and ability to prioritize workloads
* Excellent communication skills both written and oral
* Calm under pressure
* Experience as book cover
* Experience in stage setting.

This position is on a fixed-term contract on a freelance basis.

If you would like to apply for this position please email your CV to;

Dan.tilley@albanytheatre.co.uk

The Albany Theatre strongly appreciates applicants from underrepresented communities within the performing arts.

The date for interviews will be set upon contact from the production manager and held at The Albany Theatre in Coventry.