Contract to run from 15th November 2021 to 27th December 2021 inclusive   
  
Salary of £626 Per Week.   
  
Reporting to both the Production Manager and Artistic Director you will be responsible for overseeing the smooth running of a small Stage management team from the start of the rehearsal process thought to production completion.   
 **You will be responsible for;**

* Creating a legible and comprehensive prompt copy
* Both rehearsal and show reporting.
* Supporting the production manager in compiling company rehearsal, publicity, fitting, and any other scheduling.
* Attending all rehearsals both at The Albany Theatre and at other rehearsal venues as appropriate.
* With the Assistant stage manager prepare props lists for sourcing.
* Setup rehearsal spaces both at The Albany Theatre and at other rehearsal spaces as appropriate. This includes marking up of rehearsal spaces, transportation of both rehearsal props and costume as appropriate and ensuring the rehearsal space is clean and appropriate to use.
* Ensure that The Albany Theatres Covid -19 protocols are followed where appropriate.
* Ensure that appropriate show paperwork is kept up to date.
* Supporting the production manager in running all technical rehearsal sessions.
* Briefing and supporting a signer for any accessible performances.
* Assist the production manager in line managing Assistant stage managers as appropriate.
* Liaise with all relevant departments to ensure that the stage is set and performance-ready.

**Person Specification**

* Experience in compelling a clear and legible prompt copy
* Experience in a rehearsal room setting
* Experience in show calling
* Strong communication skills both written and oral
* Experience in both rehearsal and show reporting
* Calm under pressure
* Ability to prioritize workload and have excellent time management skills.

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

To apply for this position please email your CV to;  
[Dan.tilley@albanytheatre.co.uk](mailto: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.