

## **JOB DESCRIPTION**

**Title**                    **Assistant Stage Manager [Apprentice]**  
[ONE YEAR ONLY]

**Responsible to**        **Deputy Director (Stage and Events)**

*This is a one-year post involving a 30-hour week (hours to be confirmed), commencing July 2022 running until the end of June 2023. The hours will be flexible (and will include evening and weekend work), worked according to a rota prepared and agreed in advance by the Deputy Director (Stage and Events).*

### **Purpose of Position**

To assume a one-year apprenticeship, and to learn from and assist the stage department, in all technical aspects of the work of Jersey Arts Centre, particularly, though not exclusively, as they relate to the Benjamin Meaker Theatre. This post is ideally suited to a school leaver or someone in a gap year.

**This position is offered as a one-year industrial placement prior to further education at college or university level. It is offered on the understanding that the employee will be entering into further education in September 2023 or a career in a stage related area and therefore that this contract will end on a specified date and will not be extended beyond that date.**

### **Scope of Position**

The Assistant Stage Manager is responsible to the Deputy Director (Stage and Events), or Members of the Stage Team, but in cases of their absence, is to assume temporary responsibility for safety and technical matters and report to the Director.

### **Principle Duties**

To work as an apprentice to the Stage Team, sharing responsibility for provision of technical services for Jersey Arts Centre's Benjamin Meaker Theatre and any off site events as well as the activities of Jersey Arts Centre generally.

To deputise for the Stage Team on such occasions as they are absent from the Centre, and to report back to the Deputy Director (Stage and Events) so that they are fully briefed after such periods of absence.

To be trained in theatrical protocols, lighting and sound operation, scheduling and planning to ensure the smooth running of the Stage Department.

To work according to a duty rota prepared by the Deputy Director (Stage and Events) on such tasks as they may reasonably direct, related to the operation of the theatre and the general programme of Jersey Arts Centre throughout the island.

To keep an accurate record of the hours worked as required by the administration of Jersey Arts Centre.

To assist in liaising with performance groups working with Jersey Arts Centre, both amateur and professional, to ensure that the venue is available and supervised for use at times which have been agreed with the users.

To ensure that groups using the theatre do so under supervision and in accordance with accepted practices as they relate to security and, in accordance with the Health & Safety at Work (Jersey) Law, 1989, and Jersey Arts Centre's Health and Safety Policy with regard to the safety of the general public and members of Jersey Arts Centre staff.

To report immediately any equipment or circumstances that might constitute a potential hazard to those working in the theatre or to the general public.

To provide technical data on performances as required by the administration of Jersey Arts Centre.

To assist the Administration Office, in conjunction with the other members of the Stage Team, to ensure that craft rooms are set up for all courses, workshops and hirings.

To be a key-holder at the Jersey Arts Centre.

### **Qualifications / Competences Required**

A proven active interest in backstage disciplines and an enthusiasm for the Arts in general.

An ability to work as part of a team and on solo projects.

A willingness to work irregular hours.

An ability to work accurately and to strict deadlines.

A willingness to acquire and develop new skills.

Good communication and listening skills.

Good interpersonal skills, and an ability to inspire confidence.

A willingness to contribute to the smooth running of the Department

A valid driving licence is preferred.

### **Application Procedure**

Please apply by submitting:

- A Letter of Application highlighting your interest and skills for the post
- A completed Application Form including the names and addresses of two referees
- A Copy of your current Curriculum Vitae

Closing date for applications: **12 noon on Thursday 26 May 2022**

*Interviews: **Wednesday 1 June 2022** (please ensure you will be available if called for interview)*