

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 2024 running until the end of June 2025. 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 2025 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 building maintenance as well as the general programme of Jersey Arts Centre throughout the island.

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 regarding the safety of the general public and members of Jersey Arts Centre staff.

To assist the Education and Outreach and Administration departments, 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 report immediately any equipment or circumstances that might constitute a potential hazard to those working in our buildings or to the general public.

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

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

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 Stage Department.

A valid driving licence is preferred.

Application Procedure

Please apply by submitting:

- A Letter of Application highlighting your interests and skills applicable to 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: **5pm on Tuesday 2 April 2024**

*Interviews: **Wednesday 10 April 2024** (please ensure you will be available if called for interview)*

JAN 2024