



VACANCY

Stage Manager – Ad-hoc

Remuneration will be aligned to the company remuneration policy

SHORT TERM CONTRACT

Reporting to: Director Operations

Purpose: To perform all stage management tasks.

Main Duties:

- Mark the rehearsal room floor as per designer ground plan
- Ensures the smooth running of productions in area of specialised skill
- Studies videos, scripts, scores and cd's as appropriate to the production
- Ensures that props and rehearsal costumes are available as required
- Ensures compliance to all Health & Safety regulations in areas of specialised skill
- Ensures that the technical crew have full knowledge of scene changes
- Keeps the Director informed about any existing or potential problems
- Liaises with the set designer, lighting designer and directors to ensure the smooth running of rehearsals
- Keep records of each production and completes performance reports
- Regulates rehearsal schedules in accordance with Artscape policy
- Checks that scenes are set up and that scene changes are made
- Calls cues and ensures that they are carried out

Educational Requirements

- The candidate must be matriculated
- Computer literacy (MS Word / Excel)

Further Requirements

- 5 years' experience as a stage manager
- The candidate must be flexible and prepared to work overtime when required
- Knowledge of basic first aid would be to your advantage
- Music literacy would be advantageous

Interested applicants may forward their Curriculum Vitae and a covering letter to Zandile Mbizela in the Human Resources Department by E-mail: Hradmin@artscape.co.za, Post: Artscape, PO Box 4107, Cape Town, 8000.

Closing date: 07 November 2023

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.
