VACANCY

Stage Manager

Remuneration will be aligned to the company remuneration policy

We are looking to appoint a Stage Manager to be assigned to various productions for a maximum of 12 months.

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 with a cover letter and the Artscape Application form 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: 26 March 2024