



Role Title: Stage Manager

Reports to: Producer

CONTEXT

Formed in 2013, Opera on Location (charity number 1190010) is a vibrant Opera company based in Sheffield with one simple aim: to perform exciting site-specific opera.

After gaining charitable status in June 2020, Opera on Location continues to be committed to bringing innovatively staged, high quality, affordable opera to Sheffield and South Yorkshire. As part of Opera on Location's commitment to making opera more accessible, productions are always sung in English with newly commissioned librettos which reflect the modern-day world.

Opera on Location strives to develop its education and community outreach programmes within the city of Sheffield and the surrounding areas. As part of Opera on Location's 10th anniversary, our production will feature a community chorus of local amateur singers.

MAIN PURPOSE OF THE ROLE

To work as Stage Manager with Opera on Location on their production that will take place in August 2024.

KEY RESPONSIBILITIES

Responsibilities to include but are not limited to:

- Working with the director to create an effective stage management plan
- Oversee the get-in and get-out of the performance space
- Manage the props for performance
- Dress the set
- Call the technical cues during the performances
- Being present at key production rehearsals (Monday 21st and Tuesday 22nd August)

ADDITIONAL RESPONSIBILITIES

- Any other duties as may reasonably be required within the level and scope of the post.
- Ensuring the highest standards of professional performance are maintained.
- Supporting and wherever possible contributing to equality, diversity and inclusion within the organisation.

PERSON SPECIFICATION

All contractors are expected to provide proof of their right to work in the UK before or on the first day of the contract.

Education & Training	Essential/ Desirable	Assessed by
Educated to at least GCSE Grade C level (or equivalent) in English Language and Mathematics	Essential	Application
Experience of working as a stage manager in a theatre or equivalent	Desirable	Application
Experience and Knowledge		
Experience of basic stage management procedures	Essential	Application
Experience of working with members of the neurodivergent community	Desirable	Application
The ability to follow a score/read music	Desirable	Application

Person Specification		
A demonstrable and passionate commitment to arts engagement, particularly with underrepresented groups	Essential	Application / Interview
Communication skills, including confidence	Essential	Application / Interview
Excellent organisation	Essential	Interview
Punctuality and reliability	Essential	References
Attention to detail	Essential	Interview
Remaining positive in difficult situations	Essential	Interview
Ability to remain calm under pressure	Desirable	Interview
A willingness to work flexibly	Desirable	Interview
Initiative and ability to work independently	Desirable	Interview
Special Features		
Flexibility to work weekends and evenings where required	Essential	Interview

TERMS AND CONDITIONS

Salary: £1,000 for the contract. Please note that the contractor is responsible for paying their own tax.

Hours of work: 9 days work including the performance dates (22nd August - 24th August) Evening and weekend work will be required.

Type of contract: Short term, freelance contract

Normal place of work: Rehearsal space and performance venue in Sheffield.