



## Role Description

**Role:** Assistant Stage Manager

**Responsible to:** Stage Manager

**Commitment:** 2 weeks leading up to production; plus production meetings

**Placement Dates:** See Placement Opportunity Timetable, available for download at [www.lewishamyouththeatre.com](http://www.lewishamyouththeatre.com)

## Lewisham Youth Theatre Background

Based in Catford, South London, LYT has created theatre with and for young people aged from 3 to 21 since 1987. LYT is run by professional theatre practitioners with the aim of creating high quality drama projects and performances with and for young people. We believe that this experience should be accessible to all. All our workshops are free and we do not audition members, although we expect a high level of commitment. We target those who are traditionally excluded and 70% of our members face disadvantage, across a range of needs. LYT's youth members perform full scale productions in the Broadway Theatre Studio and in other venues around the borough. We give our members as near to professional experience as possible, using high production values and working from scripted texts. We aim to provide a foundation from which our members can go on to work within the theatrical profession.

## Assistant Stage Manager Role Overview

The Assistant Stage Manager will work as part of the production team alongside the Stage Manager, Lead Director, Designer, Directing Assistants and other production volunteers. The Assistant Stage Manager is responsible for supporting the Stage Manager in ensuring the smooth and high quality production of performances at the Broadway Theatre Studio or other venues to be decided.

The Assistant Stage Manager also acts as a role model to young people involved in LYT's performance and technical theatre projects. You will need to have a commitment to keeping young people safe and ability to follow LYT's procedures for safeguarding, anti-bullying, equal opportunities and data protection.

## **Skills and Qualifications**

You will have some training and/or experience in stage management and/or prop-making. You will be interested in developing your skills across a range of responsibilities. You will be:

- Reliable and able to commit to the agreed days and times
- Creative and able to think outside the box
- A good researcher
- A good communicator
- Able to work well in a small team
- Interested in youth or community arts
- Committed to keeping children and young people safe from harm
- Flexible and able to take on new or challenging tasks as they arise

As this role includes contact with children and young people, you will need to hold a recent DBS (formerly CRB) check or be willing to undertake one.

## **Assistant Stage Manager Responsibilities**

The Assistant Stage Manager will support the Stage Manager in ensuring that all technical and logistical aspects of the performance are in place and delivered at the performance. Responsibilities may include:

- Attending production meetings and ensuring you are familiar with corresponding material (including production scripts, meeting minutes, design sketches, etc.)
- Assisting with the get-in, fit-up and plotting of the production, and helping to achieve the technical aspects of the production (including set, costumes, lights, sound and multi-media)
- Communicating with the two acting companies and helping to make sure each performance group is in the right place at the right time.
- Checking the correct placement of props and costumes prior to the run or performance.
- Helping performers to be in the right places, enter the stage at the right times with the right props/costumes. This may include being on book backstage during the performance.
- Helping the Stage Manager, Director(s) or Designer to source necessities for the performance, as needed for the smooth running of the production. This duty is likely to be last-minute and require quick action.
- Helping to keep lines of communication open between Stage Manager, Director(s), Designer, Artistic Director/Company Manager and LYT Administrative Staff, including delivering messages between relevant parties.
- Helping the Stage Manager and Directors with the pastoral care of the company members.

- Upholding LYT's safeguarding policies and reporting any concerns of harm to the Stage Manager
- Undertaking other duties in regard to the smooth running of the productions, as required

LYT works successfully with a small production team. This sometimes means that all must participate in duties outside specific role descriptions in order to facilitate a smooth and professional production. Volunteers and placement students are expected to remain flexible and contribute to the requirements of the production whenever possible, even when not specifically listed in the above responsibilities.

**There will be regular production meetings throughout the project.**

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