the javaad alipoor company

10th August 2022

Dear Applicant,

Please find enclosed information about the current Stage Manager vacancy at The Javaad Alipoor Company including how to apply.

The Javaad Alipoor Company is a political theatre company. We collaborate with theatre makers and communities across the UK and internationally.

We create productions and projects that change form and style; digital to in real life, community spaces to traditional theatres, hyper locally or across continents. We make work for and with audiences and communities who are historically under served by traditional theatre.

We tell stories of diverse experiences and create high quality participation projects in some of the most deprived wards in England.

We respond to broader agendas such as social justice and health & wellbeing, and we increase access for those who face barriers to inclusion

This is **our manifesto**

Further information about what we do can be found **on our website**

We look forward to receiving your application and thank you for your interest in The Javaad Alipoor Company

With best wishes,

Javaad Alipoor

Artistic Director

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**Job Description**

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|---|---|
| Position: | Stage Manager |
| Project: | Things Hidden Since the Foundation of the World |
| Dates: | 12th September - 26th November 2022 inclusive |
| Rehearsals: | In Manchester, 12th September – 14th October 2022 |
| Production Week: | Week beginning 18th October 2022 |
| Venues: | HOME T2 (Tech and Opening) Press night 22nd October<br>Transfer to Battersea Arts Centre, Council Chamber |

**Role and responsibilities**

- Responsible to the production manager and producer.
- Work collaboratively with the director and other production team members.
- Working on the Book in the rehearsal room.
- Running the rehearsal room.
- Creating and distributing rehearsal notes and show reports daily.
- Creating and distributing daily call sheets/schedules for the company.
- Work with the Production Manager to source all props.
- Managing the SM budget, under the supervision of the production manager.
- Calling and operating the show.
- Assisting and leading in some aspects of the load-in/outs, particularly the stage management load in/out.
- Responsible for upkeep and maintenance of props and costumes on tour.
- To function in a company manager role for the performers, overseeing performer
- welfare, ensuring call times are distributed in accordance with the schedule and liaising with the creative team and producer to ensure working hours remain within those stipulated in Fuel's policy.
- To manage the running costs budget and ensure that all items have VAT receipts which are regularly reconciled with the producer.
- To work within health and safety policies of the company at all times

**Essential and desirable skills**

- Management of local crew essential
- Experience and training in rigging desirable
- Experience of maintaining props
- Minimum 3 years professional theatre experience
- A willingness to work across technical disciplines to support the production as a whole
- First aid training an asset

## Terms of Contract

The position is offered on a freelance basis at £600 a week, fixed term from 12th September - 26th November 2022 inclusive.

The successful applicant will be required to work antisocial hours, including evenings and weekends.

PD's, travel and accommodation will be provided as required.

## Time frame

Application deadline: 9am, Monday 22nd August
Shortlisted candidates will be invited for an informal interview (online) that week.

## How to apply

Please send a CV and brief covering letter by email to Nick Sweeting (Producer) at nick@javaadalipoor.co.uk

Please **click this link** to be taken to an equal opportunities monitoring form.

## Equal Opportunities

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

We welcome applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post.

We actively welcome applications from individuals with backgrounds currently under represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep equal opportunities information for a period of 2 months.

If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.