



## Volunteer Job Description

# Stage Manager

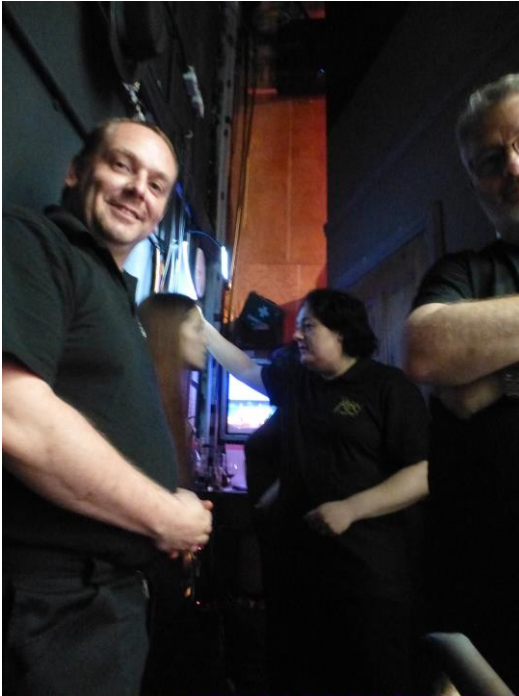
Last updated: August 2016

**The Abbey Theatre is run entirely by volunteers, and the trustees and management committee of Nuneaton Arts Council greatly appreciate the time and effort that are put in by our volunteer team. Without this it would not be possible to operate the venue.**

### **Main Duties:**

To provide stage management for shows/events held at the Abbey Theatre, whether working for the theatre or directly for the user group.

All volunteers need to make themselves familiar with the Fire and Safety Policy, the Evacuation Procedure, their specific responsibilities in the event of an evacuation and any policies which may affect their work area.



### **Responsible to:**

Stage Director.

### **Locations of work:**

Stage, auditorium, any other locations within the theatre.

### **Dress Code:**

Full blacks including standard Abbey Theatre polo shirt if available. Volunteer name badge.

### **Child Protection:**

Volunteers are often present in the theatre with a user group which includes children. It is the user group's responsibility to provide door control and chaperone arrangements – if the volunteer notes any arrangements which appear unsatisfactory they should immediately inform the leader of the user group. If no action appears to have

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been taken to address this, the volunteer should bring it to the attention of an NAC committee member as quickly as possible. Volunteers may occasionally need to work in or pass through areas where children are present – you should take care that chaperones are present at all times.

### **Duties:**

Discussion with user group in advance (usually their director) regarding their needs for the event.

Agreeing upon scenery, stage configuration, flats etc required for any performance, and ensuring that this is built safely and remains safe throughout the event.

Ensuring that all scenery and stage props are adequately fire-retarded.

Agreeing any pyrotechnics required, their positioning and cast crew acceptable positions for firing (Pyrotechnics require a trained and approved Stage Manager).

Submitting a risk assessment for the build, show and getout to the Stage Director in advance.

Delivering the safety briefing in accordance with the standard notes at the start of any group's hire.

Agreeing opening of the auditorium with Front of House/Bar staff

Checking fire exits are clear before and throughout the performance.

Starting the performance when auditorium doors have been closed and other technical staff are ready.

Firing any pyrotechnics safely during the show (Pyrotechnics require a trained and approved Stage Manager).

Ensuring safe practice throughout by cast and crew.

In the event of any emergency such as fire the stage manager will usually make the call as to whether to evacuate, in consultation with other theatre staff.

After the end of an event's run the stage must be returned to standard configuration, with soft legs, tabs and cyc in place. The stage must be painted if not in good condition. Exceptions to this, such as leaving the starcloth in position or the stage steps in non-standard positions must be agreed in advance with the Stage Director.

This is not an exhaustive list of duties – the stage manager is expected to work with the other theatre technicians and the user group to achieve the best results in the available time.

On performance days the stage manager should be in position in plenty of time to make the appropriate safety checks. This will nominally mean arriving at the theatre at least 45 minutes prior to start time, and being ready for the 30 minute pre-curtain call.

The stage manager must always work closely with other members of the technical team, in particular lighting technician and sound technician. Where appropriate all three departments may be involved in a full production meeting with the show/event's direction team.

### **Post-show report**

Any chargeable items used for any production need to be confirmed in detail to the stage director as soon as practical to allow for accurate billing of the customer. Examples are pyrotechnics.

### **Safety**

When performers and the public are in the theatre the volunteers on duty have specific safety responsibilities. These are detailed in the Fire and Safety Policy and in the Evacuation Procedure. The specific responsibilities of the stage manager are posted beside the Stage Manager's desk

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**Training for new volunteers:**

Stage safety/rigging/fly bars  
Fire safety  
Working at heights – safety training  
Pyrotechnics (optional)

**Given by:**

Stage Director or his nominee  
Professional course  
Stage Director or his nominee  
Professional course

*If any volunteer feels they need additional training at any point they should contact the Stage Director who will make arrangements for this.*

**Benefits/Gratuities**

These apply when you are working directly for the theatre, not when engaged by the user group. If engaged by the user group then any benefits or gratuities provided are at the option and cost of the user group

Where car parking costs are unavoidable these are reimbursed by the theatre on production of the car part ticket to the lead bar person

When the bar is open the theatre provides free tea, coffee and soft drinks for technicians

A free alcoholic or soft drink can be taken at the end of a performance shift.

**Volunteer Handbook**

The Volunteer Handbook contains additional general information. This is available as a download from the Staffing web site or as a printed document from the office.

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