



**Job Title:** Company Stage Manager  
**Location:** Truman Brewery, Brick Lane, London  
**Contract Duration:** 4th November - 1st January 2024  
**Contract Type:** Self Employed / Freelance  
**Rate:** £800 p/w per performance week, up to 9 shows  
£650 for rehearsal week.  
All inclusive of NI, Holiday etc.  
**Application Deadline:** 7th October 2024 - (rolling interviews taking place)  
**Website:** [humbugchristmas.co.uk](http://humbugchristmas.co.uk)

**About HUMBUG The Immersive Christmas Dive Bar:**

HUMBUG is an immersive, magical Christmas experience taking place at the iconic Old Truman Brewery, presented by Speakeasy Project. This festive event combines theatre, interactive elements, and unique experiences to captivate audiences of all ages. The event will feature live performances, set design, special effects, and various theatrical elements that bring the spirit of Christmas to life.

**Job Overview:**

We are seeking an experienced and enthusiastic **Company Stage Manager** to join our production team for the 2024 HUMBUG The Immersive Christmas Dive Bar event. As the Company Stage Manager, you will play a pivotal role in ensuring the smooth running of the event, overseeing all aspects of stage management, and liaising with cast, crew, and creative teams. This position requires strong leadership skills, excellent organisational abilities, and a passion for delivering high-quality theatrical productions.

**Key Responsibilities:**

- **Stage Management:**
  - Oversee daily rehearsals, performances, and any technical rehearsals for the event.
  - Coordinate with the director, production manager, and technical crew to ensure all performances run smoothly and on time.
  - Maintain prompt books, cue sheets, and any necessary documentation
  - Source performer related props.
- **Team Coordination:**
  - Manage and support the cast and crew, ensuring clear communication and efficient workflow throughout the event.
  - Ensure the health, safety, and well-being of performers and crew during rehearsals and performances.
  - Act as the key point of contact between production, technical, and artistic teams.
- **Scheduling & Logistics:**
  - Create and manage rehearsal and performance schedules.

- Oversee the backstage crew, ensuring that set changes, props, and costumes are managed effectively.
  - Organise cast call times, breaks, and performance schedules, ensuring compliance with company procedures.
  - Schedule and book dep stage managers and dep technicians to support on shows where performances exceed 9 show weeks.
- **Health & Safety:**
    - Implement and monitor health and safety procedures, ensuring all staff adhere to guidelines set by the production's H&S Consultants.
    - Oversee risk assessments and ensure safe working conditions both on stage and backstage.
    - Prepare for emergency situations and ensure contingency plans are in place.
  - **Event Setup & Strike:**
    - Ensure dressing rooms and break rooms are set up ready for cast and crew.
    - Ensure the backstage area is kept organised and functional throughout the event.
    - Package, itemise and store all props, costumes and other performer related items at the end of the run.

**Requirements:**

- Proven experience as a Stage Manager or Company Manager in a theatrical or immersive event setting.
- Strong leadership, communication, and organisational skills.
- Ability to work in high-pressure situations and handle multiple tasks simultaneously.
- Experience with mid to large scale productions, managing technical cues, and coordinating with multiple departments.
- Knowledge of health and safety regulations, particularly within a live event environment.
- Flexibility with working hours, including evenings and weekends.
- A proactive, positive attitude and a passion for creating memorable experiences.

**Desirable:**

- Experience working on immersive theatre productions or large public events.
- Familiarity with the Christmas event market.
- First aid or health and safety qualifications.

**How to Apply:**

Please send your CV and a cover letter detailing your relevant experience and why you're excited to join HUMBUG The Immersive Christmas Dive Bar production to [recruitment@nicheproductions.co.uk](mailto:recruitment@nicheproductions.co.uk).

Early applications are encouraged, and interviews will be conducted on a rolling basis starting ASAP.

Join us in bringing the magic of Christmas to life at the Old Truman Brewery this festive season!