

Deputy Stage Manager

What do they do?

HPTD4002 Stage Management



The Role

The Deputy Stage Manager often referred to as 'DSM' is required to assist the Stage Manager. The Deputy Stage Managers role is to follow the script and ensure all technical cues are correct and all crew members perform the correct effects at the correct time.

What are the main responsibilities of a Deputy Stage Manager?

- Record everything in a script during the rehearsals for the Directors and Actors to keep an accurate record of everything an Actor does or needs in the production.
- Recording any changes made to the script
- Help coordinate a technical rehearsal of a production
- Coordinate the dress rehearsal alongside the Stage Manager to ensure the performance runs smoothly. A rehearsal is a slower, detailed run of the show for practice
- Instructs the technicians, sound and lighting box to begin the performance
- The Deputy Stage Manager will follow the script throughout a performance and cue the lighting changes, sound effects, music and scene changes

What skills do I need to be a Deputy Stage Manager?

There are desirable skills to have which will make you the ideal candidate for the job and these include:

- Teamwork
- Timing
- Communication both written and verbal
- Manage multiple tasks and priorities
- Relevant Health and Safety legislation and General Data Protection
- Calm under pressure
- How to read music

<https://getintotheatre.org/blog/what-does-a-deputy-stage-manager-do-in-theatre>

DSM Job Advert

Purpose of role:

To act as Deputy Stage Manager for our forthcoming production of Hymn Written by Lolita Chakrabarti and Directed by Blanche McIntyre. The DSM will join the Stage Management team working closely with creative, production and the wider Almeida team.

Reports to: Company Stage Manager

Key Working Relationships: Company Stage Manager, Assistant Stage Manager, Director, Production Manager and Producer.

Key Responsibilities:

- Responsible for the smooth running of rehearsal period and production, ensuring the creative team and company are suitably supported.
- Proactive member of the stage management team and support the wider Almeida teams.
- Provide administrative support for the production.
- Assist the stage management team with rehearsal requirements including; script copies, stage mark up, rehearsal prop and furniture requests.
- Produce and distribute concise rehearsal notes on a daily basis to the relevant teams
- Attend weekly production meetings.
- Responsible for monitoring and documenting the rehearsal process, including noting entrances / exits, use of props, blocking and costume changes.
- Create a comprehensive prompt book showing all blocking, entrances and exits, lighting cues, scene changes and technical cues.
- Call each performance, noting any issues and inconsistencies in the performance
- Write a fully comprehensive show report with the Company Stage Manager after each performance and distribute to the relevant teams.
- Deputise for the Company Stage Manager where necessary.
- Assist with the accurate creation of production bible.

- To create accurate production related paperwork and ensure the prompt book is up to date and concise for archive upon completion of the run.
- Support Company Stage Manager and Production Manager in maintaining Covid Protocols during rehearsal and the run.
- Play an active role in managing social distancing throughout rehearsals.
- Other duties as required by the Company Stage Manager and Production Manager

Equality, access and diversity

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day to day work being at the heart of our Equality Policy. It is monitored through our annual Equality Action Plan.

Environmental sustainability

We aim to be an environmentally sustainable organisation, and ask that all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

Person Specification

Essential:

- Demonstrable professional experience.
- Knowledge and experience of creating production paperwork and prompt copy.
- Previous experience of calling a show.
- Experience of working with creative teams and the ability to manage expectation.
- Ability to manage a team and cover for the Company Stage Manager where necessary.
- Discretion and sensitivity when dealing with confidential information.
- Ability to work under pressure.
- Attention to detail.
- Proactive and flexible attitude, ability to effectively prioritise.
- Excellent communication skills, both verbal and written.
- Knowledge of Equity agreements and good working practices.
- Knowledge of current Health and Safety guidelines.
- Understanding of current Covid-19 government guidance especially in the performing arts.
- Ability to instil confidence and provide reassurance to company members when it comes to working in a Covid-19 safe environment.

Desirable:

- First Aid trained.
- Fire warden trained.

Remuneration and Hours

This post is offered as a fixed-term position.

Rate of pay: £532.87 per week (43 hours). Equity MRSL 1

Dates for HYMN are expected to be as follows:

Rehearsals: Monday 4 January 2021

Closing: Saturday 27 February 2021

Hours: 43 hours per week plus overtime

Pension: Equity Personal Pension Scheme

Other benefits: Staff discount in the Almeida bar and other local amenities, training.

Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN and Almeida Theatre, Almeida Street, London, N1 1TA.

The Prompt Copy

- The Prompt Book is the **master copy of the script or score**, containing all the actor moves and technical cues, and is used by the deputy stage manager to run rehearsals and later, control the performance. It's sometimes known as the 'book', Prompt Copy or Prompt Script.



Blocking

DS = Downstage

US = Upstage

SR = Stage Right

CS = Centre stage

SL = Stage Left

RC = Right of centre stage

LC = Left of centre stage

DR = Down right

DL = Down left

UR = Up right

UL = Up left

UC = Up centre

DC = Down centre

C/L = Centre line

Full Front – Facing directly downstage

Full Back – Facing directly upstage

Quarter Right / Left – 45 degrees to an end-on audience, facing towards either stage right or stage left.

Profile Right / Left – Facing directly offstage, at 90 degrees to the audience

Three-Quarter Right / Left – Facing into the upstage corners of the stage, mostly turned away from the audience, 45 degrees from Full Back.

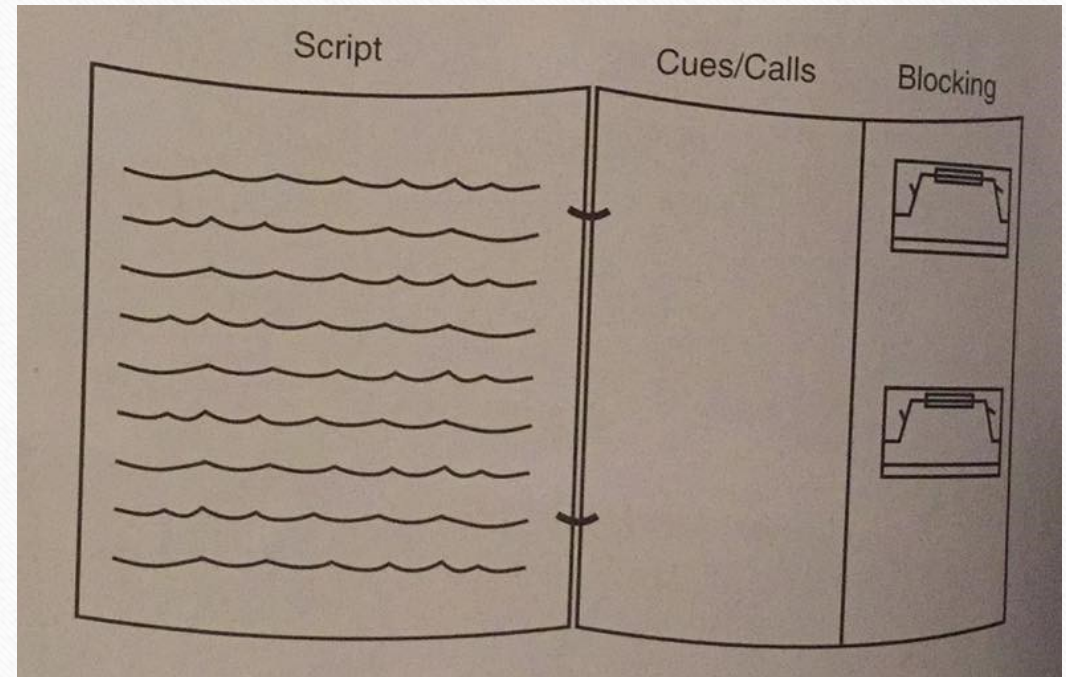
Blocking

Actions:

- X = Cross to (diagonally moving)
- -> = Moves to (or toward)
- sits = Sits on a piece of furniture
- rises = Stands up
- enters
- exits

Examples:

- Simon X DS = Simon crosses downstage (from his current position)
- Claire -> Simon = Claire moves towards Simon



Videos

- <https://www.youtube.com/watch?v=7s1AhXQ0dCk>
- <https://www.youtube.com/watch?v=lrGGbHZl4eQ>
- <https://www.youtube.com/watch?v=1ZlZZf8MKpM>

Tasks

- Use the piece of text given and recreate a page for a prompt copy
- You will be split into 2 groups tomorrow for the marking out session –
- Group 1 - 10am – Megan, Maisie, Ashley, Taylor, Hannah P, Caitlin, Aly, Lucy, Molly,
- Group 2 – 11:30am - Moss, Edward, Gareth, Robin, Madison, Seb, Holly, Catherine, Frankie