



<b>Job Title</b>	Stage Manager		
<b>Team</b>	Production	<b>Terms of Engagement</b>	Individual Employment Agreement. Permanent, full time
<b>Reports To</b>	Production Manager	<b>Hours of Work</b>	40 hours per week
<b>Date</b>	January 2025	<b>Tier</b>	4

<b>Purpose of the Role</b>	To work as Stage Manager, ensuring the logistical and technical aspects of rehearsals and productions run according to schedule and artistic vision.
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<b>The Court</b>	<p>The Court Theatre has been creating and sharing live theatre with audiences from across Ōtautahi and Waitaha for more than 53 years. Each season typically features 15 – 20 productions including commissioned works, New Zealand and Australasian premieres, contemporary through to classic drama as well as comedies, improvised comedy and musicals and a recent addition, the Rainbow Theatre Weekend. This year more than 80,000 patrons are expected to attend a Court Theatre performance.</p> <p>As a producing Theatre Company, Court Theatre is supported by a team of 40 permanent staff plus many artists and artisans dedicated to creating and staging theatre experiences of the highest quality. It is the proud home of The Jesters as well as the Youth Company and Jesters Youth Company.</p> <p>The Court delivers an annual Education, Learning and Engagement programme which offers training and performance opportunities to people of all ages. The Court is committed to theatre as a platform to enhance wider social outcomes and for providing opportunities for voices to be celebrated and uplifted that otherwise may be overlooked.</p> <p>In May 2025, The Court Theatre will be moving into their permanent new home in the heart of the city. This brand-new, purpose-built facility will open new possibilities for The Court Theatre both in the way it works and the way it engages with the communities of Ōtautahi Christchurch.</p>
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<b>Our Vision &amp; Values</b>	<p><b>The Court Theatre’s Vision</b> – Building Community with the people of Waitaha Canterbury through the creation, discovery, and experience of live theatre.</p> <p><b>The Court’s Artistic Vision</b> – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p><b>Maia tanga – Courageous:</b> We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown.</p>
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	<p><b><u>Manaakitanga – Welcoming:</u></b> We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful.</p> <p><b><u>Whanaungatanaga – Belonging:</u></b> We are whanau. We celebrate diversity. We share experiences.</p> <p><b><u>Kotahitanga – One Team:</u></b> We work together as one team for The Court.</p>
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## Key Responsibilities

### General Responsibilities

- Manage all aspects of Stage Management requirements for shows and events at The Court Theatre and ensure the smooth delivery and running of rehearsals and performances.
- Form effective and creative working relationships with directors, designers and other creative team members, cast, production department, crew to achieve the full vision and potential of productions produced at the Court Theatre.
- Monitor company wellbeing and be the main point of contact between cast and other Court Theatre departments.
- Ensure working environments are prepared for each session, managing breaks, and working to schedule.
- Attend meetings as required.
- Operate lighting and sound when required for smaller productions or events.
- Any other duties as required by the Head Stage Manager, Production Manager, and/or Chief Executive.
- Abide by all policies and procedures of The Court Theatre and ensure these are adhered to.

### Health and safety

- Take personal responsibility of self and others.
- Promote a positive approach to Health and Safety and safe working practices at all times.
- Take an active responsibility in being familiar and up to date with relevant Court Theatre Health and Safety and other staff policies and guidelines and how these are to be applied in day-to-day work.
- Ensure relevant Health and Safety policies and legislation is applied effectively, and appropriate risk assessments and reporting are being carried out.
- Record any health and safety needs for the production and complete accident / near miss reports as required.
- Oversee a clean, efficient, well-organised and safe physical environment, ensuring all areas are kept in a clean and tidy manner.

### Rehearsal period

- Create and distribute detailed rehearsal schedules in consultation with the director, ensuring adherence to timelines.
- Set up and maintain rehearsal spaces, including marking out the rehearsal room, gathering rehearsal props (in consultation with the Properties Manager), sets, and equipment.
- Record blocking, technical cues, and other production details, ensuring a high standard of preparation and maintenance of the Prompt copy during rehearsal and performance.

- Distribute rehearsal notes, daily schedules, and production updates to the production team.
- Act as the main point of communication between the cast, crew, and the rest of the production team.
- Coordinate with departments (lighting, sound, costumes, etc.) to ensure all elements are prepared.
- Keep accurate records of cast working hours and produce weekly timesheets for cast, musicians, and crew.
- Manage emergencies or last-minute changes efficiently.

**Technical Rehearsals & Performances**

- Oversee the setup of stage, props, costumes, and technical equipment.
- Assist in training of new or casual Assistant Stage Managers, stagehands, or crew for shows that require them.
- Maintain order and enforce safety protocols backstage. Ensure a Hazard Management plan has been shared with all cast and crew specific to that show.
- Call all cues (lighting, sound, set changes, etc.) during rehearsals and live performances.
- Ensure performers and crew are in the right place at the right time.
- Troubleshoot and resolve issues that arise during performances to minimize disruptions.
- Be responsible for and manage show stops when required.
- Manage the backstage area during performances to maintain smooth operations.
- Be responsible for the Safe evacuation of the auditorium if required.
- Produce accurate show reports at the conclusion of each performance and ensure they are sent to all relevant departments.
- Maintain the integrity of the production and implement the directors notes if required.

<b>Core Competencies</b>	
Deciding and initiating action	<ul style="list-style-type: none"> <li>• Taking responsibility</li> <li>• Acting with confidence</li> <li>• Acting on own initiative</li> <li>• Excellent communication and leadership skills</li> </ul>
Organising and executing	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Managing time</li> <li>• Caring for people</li> <li>• Strong organizational and multitasking abilities.</li> <li>• Excellent communication and leadership skills.</li> </ul>
Adapting and coping	<ul style="list-style-type: none"> <li>• Availability for irregular hours, including evenings, weekends, and holidays</li> <li>• Physical stamina to manage long hours and tasks such as moving props or setting up equipment</li> <li>• Ability to work in a fast-paced, high-pressure environment</li> <li>• Ability to remain calm, professional, and positive under pressure</li> </ul>

	<ul style="list-style-type: none"><li>• Creative problem solving skills</li><li>• Showing emotional self-control</li><li>• Balancing work and personal life</li><li>• Maintaining and positive outlook</li><li>• Handling criticism</li><li>• Excellent communication and leadership skills</li></ul>
Knowledge and experience	<ul style="list-style-type: none"><li>• Prior experience as an Assistant Stage Manager or Stage Manager in theatrical productions</li><li>• Ability to read music preferred/plus</li><li>• Excellent communication and leadership skills</li><li>• Knowledge of technical theatre elements (lighting, sound, rigging) a plus</li></ul>