

ASSISTANT STAGE MANAGER

Hello and thank you for your interest in becoming an Assistant Stage Manager at the Yard Theatre. This short pack is designed to give all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Theatre Producer, Lara (lara@theyardtheatre.co.uk).

For this role we are particularly keen to hear from artists who are deaf, disabled or neurodiverse, and/or are Black or from the global majority. We believe work is at its best when it is impacted upon by people from different backgrounds and life experiences. We also recognise that these artists have historically been underrepresented at The Yard and elsewhere. If you identify this way, there will be a section on the application form where you can tell us this in your own words.



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ABOUT THE SHOW



An unfinished man is a new show written by **Dipo Baruwa-Etti** and directed by **Taio Lawson**. It is about Kayode, a British-Nigerian man who has been unemployed for seven years. His wife wants him to seek therapy, his mother and pastor believe he is cursed and must break the spell through prayer.

The supernatural is made real in this show as Kayode becomes a site for the clash between Western and West African ways of seeing the world.

ABOUT THE YARD

Built in a converted warehouse, The Yard is an award-winning theatre in London's Hackney Wick. It is a place for explosive new theatre. The work we present on our stage communicates stories and ideas from the heart of our society.

ROLE DETAILS AND KEY DATES

Fee: £523 per week, plus 12.5% holiday pay, and overtime.

(Contract in line with Equity Theatre agreement.)

Full time position.

- **Contract begins, Rehearsals: Monday 10 January 2022**
Monday - Friday, 10am - 6pm OR 11am - 7pm, Jerwood Space and The Yard Theatre.
- **Technical Rehearsals: Monday 7 February - Friday 11 February.** 10am - 6pm OR 11am - 7pm, at The Yard Theatre.
- **Preview and Press Night performances: Saturday 12 February - Thursday 17 February 2021.** DailyF working hours TBC but agreed in advance.
- **Performances: Friday 18 February - Saturday 12 March** (with a possible extension to **Saturday 19 March**)

THE ROLE OF THE ASSISTANT STAGE MANAGER

The Yard is looking for an Assistant Stage Manager to support the Company Stage Manager (Julia Nimmo) in the making and running of a new show - ***An unfinished man***.

The Assistant Stage Manager will work closely with the Company Stage Manager and the rest of the team (five cast members, a

Creative Team and Technical Team) and will support in the running of rehearsals, technical rehearsals and shows.

What you will do

- Be a proactive member of the Stage Management team, supporting the Company Stage Manager, director, cast and creative team in rehearsals and during the run.
- Source necessary props and costume with a focus on reused and recycled sources.
- Ensure the setting on stage and maintenance of props and costume during the show.
- Manage the laundry of costumes.
- Create any necessary production paperwork throughout the show, such as a prop setting list.
- Support the Company Stage Manager in running technical rehearsals.
- Ensure good communications between the Company Stage Manager, the director, the creative team, the company and The Yard.
- Manage the returns and re-selling of props and costumes after the show, ensuring that where possible they have a future life.
- Uphold The Yard's COVID regulations during rehearsals and performances.

What we're looking for

If these statements describe you, then please get in touch:

- I have had experience of working on at least two shows (including fringe performances, community theatre, digital work, student performances) in a stage management or comparable role.
- I can offer my skills, experience and expertise to support the Company Stage Manager.
- I like to work as part of a team, and can communicate well.

- I would describe myself as proactive, and can work well under pressure.
- I feel confident in my ability to source and maintain props and costumes.
- I will enjoy developing relationships with the Director, cast, creative and technical teams, and the Yard Theatre staff.
- I am passionate about working on this particular show, *An unfinished man*, described in the “About the Show” section.
- This feels like the right opportunity for me at this moment in my career, to grow and develop my Stage Management skills in a supportive team.

Owing to the show’s story and subject matter, we are particularly interested in hearing from Black stage managers.

Please do not apply if, at the time of applying for this role, you are in education. We want to offer this opportunity to someone in the first years of their professional practice.

We will not be able to accept applications from people based outside of London.

ANTI-RACISM, ACCESS, REMOVING BARRIERS

Anti-racism

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#).

If you would like to hear more about the Yard’s work on anti-racism in advance of applying for this role, we can set up a conversation with The Yard’s Senior Producer, Ashleigh Wheeler - please email the Theatre Producer, Lara at lara@theyardtheatre.co.uk to do this.

Access

The Yard is wheelchair accessible. We are also Disability Confident Committed. As part of this, Disabled People can opt into our guaranteed interview scheme in the application form. We then guarantee an interview to up to five Disabled candidates who score the highest against the criteria in the 'What we're looking for' section.

If you need access support to apply for or to undertake this role, there are a number of ways we may be able to help, including time with a support worker. To ask for this, or to raise a question about it, please email the Theatre Producer, Lara - lara@theyardtheatre.co.uk.

Removing other barriers

We know there are other barriers to taking part in opportunities like these - including financial barriers and caring responsibilities. We will do our best to remove these barriers - for example, offering flexible hours to support with caring responsibilities - just let us know in the application form.

APPLY

To apply, please complete the [application form](#) by **12pm on Wednesday 1 December 2021**.

In the application form, you will be asked to:

1. Copy and paste your up-to-date CV, either written, or as a link to a website, online document or an audio recording of no more than 2 minutes (e.g. via Sound Cloud, Drop Box, Google Drive, or any other filesharing service).
2. Write a paragraph on why you are interested in this role (no more than 250 words), or an audio recording (of no more than 1 minute). Please use the "What we're looking for" section to help shape your answer. We are particularly keen to hear from artists who are deaf, disabled or neurodiverse, and/or are black or from the global majority. If you identify

this way, there is a section for you to tell us this in your own words.

3. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
4. Let us know if you need access support to take part.
5. Let us know if there are other barriers to you taking part .

NEXT STEPS

- Applications will be read and shortlisted by The Yard's Theatre Producer, Lara Tysseling, using a scoring matrix based on the 'What We Are Looking For' section of this pack.
- The shortlist will be read by Company Stage Manager Julia Nimmo.
- Some applicants will be invited for a 30 minute zoom conversation with The Yard's producer Lara Tysseling.
- All applicants will be notified of the outcome of their application by **Wednesday 15 December 2021.**