



ARCADE

Scarborough Stories Stage Manager

Application closing date: Thursday 19th May

Interview timeframe: 26th / 27th May

Contract type: Fixed term, freelance, total fee £1500

About Us

[ARCADE](#) is a producing company based in Bridlington & Scarborough who makes incredible arts experiences happen with communities.

The show

Over the last year ARCADE has been gathering stories from the community through a series of workshops in community settings that explore people, place and ideas. Through this process we have assembled a cast of community members who will write and perform their true stories for audiences in site specific locations on our high street.

Directed by professional artist Rebecca Denniff and supported by a professional design and tech team, we will share these stories with audiences in an immersive experience across three nights on 6th, 7th & 8th July 2022.

About the Show

The streets of Scarborough are filled with stories. Memories of those who have gone before us, and promises of things yet to come. The finale of Scarborough Stories will be a unique celebration of our town's people, imagination and the stories that matter. It will take place in unexpected, immersive and site-specific locations around the town centre - a completely new way to enjoy performance and storytelling.

Travel the streets, guided by the people who know them best, and experience a side of Scarborough that will only show itself for three special performances.

Full details on the making of the show: <https://www.hello-arcade.com/scarborough-stories>

Full details of the performances: <https://www.hello-arcade.com/scarboroughstoriesfinale>

Scarborough Stories is co-produced by ARCADE & [Stephen Joseph Theatre](#) with support from [CaVCA](#) and funded by Yorkshire Coast Bid and Arts Council England.

Scarborough Stories is a Yorkshire Coast BID project.



The role

We need an enthusiastic, friendly and diligent stage manager, who can help us get the show ready and running in a safe and well coordinated manner, as well as supporting our community cast and overseeing some basic technical aspects of the production. As part of this role you'll need to fulfil some Production Manager responsibilities to support the realisation of the design and logistical prep for the show, with the support of the ARCADE team.

You will need to be able to stay calm, enjoy working on outdoor performance in non-theatre spaces and have a can do and practical attitude, with strong team leadership skills and ability to collaborate and communicate with others to make brilliant things happen.

The multiple, simultaneous performance aspect of the project cannot be overstated and we are looking for someone who can deliver the vision as well as provide feedback and support with what is possible.

You must be available for some admin/prep and production meetings in May and key dates as below:

- Saturday 2nd July - final rehearsal
- Monday 4th July - technical get in
- Tuesday & Weds 5th and 6th July - rehearsals on site in
- Thurs 7th - Saturday 9th July - performances (7.30pm start time)
- Support get out on either 10th or 11th July tbc

Essential skills & experience required

- Experience in professional stage manager or production manager role
- Experience / interest in working with community casts
- Experience / interest in outdoor theatre / art / festival production
- Knowledge of Scarborough (not essential)
- DBS check or happy to undertake one
- Strong communicator, team player with a flexible and can-do attitude

Responsibilities:

General Project

- Ensure good communication between project team and venues / partners. Represent the producers professionally to partners on the ground.
- Manage show running budget appropriately as per ARCADE procedures.

Production Prep (2 days approx)

- Attend production meetings as required (zoom & in person)
- Support designer and LX designer to realise design



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- Reccie to site to draft risk assessments for the performance with support from ARCADE

Rehearsals (4 days approx)

- Oversee get in with ARCADE Producer and relevant venue staff in each location, ensuring all props, costume etc are ready.
- Update and manage schedule for the week in collaboration with the Director, and circulate call sheets daily.
- Support company care
- Support rehearsals and maintain the book.
- Liaise with Designer and support if needed
- Finalise Risk Assessment for each venue, in collaboration with ARCADE.

Show Running (3 performances)

- Responsible for maintaining and setting all props, costumes and set.
- Cueing and running the show if appropriate.
- Powering up simple LX if appropriate
- Being mindful of other activity in the venues
- Be point of contact for make-up artist, if there is one.
- Wash costumes if required.
- Ensuring props, set etc are secure and safe at end of each day.
- Providing company care - check ins & outs, flag up any problems to producers.
- Write daily show reports.

Get out (1 day)

- Plan and oversee get-outs and storage of all set, costume and props, with ARCADE Producer.

Recruitment process

Please send us a CV to info@hello-arcade.com by **Thursday 19th May 10 am**.

We will aim to contact all applicants by Friday 20th May and hold interviews (in person or via zoom) on either 26th or 27th May.

Stage Manager needs to be based in or able to commute to Scarborough.

Access

We welcome applications from people of all backgrounds and walks of life, and we aim to be an inclusive and supportive team to work with.



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Please let us know if you require any support to apply, for instance:

- If you prefer this document in an alternative format please email info@hello-arcade.com
- If you prefer to apply for the role in a different format (to that which is described above) please let us know by emailing info@hello-arcade.com to let us know what works for you and we will do our best to accommodate this

We will do our best to support any access requirements you might have to interview, and we will ask you to let us know what these are in the case you are offered an interview.