

CSM JOB DESCRIPTION SUMMER 2020 TOUR

The CSM will be employed from 6th July to 29th August 2020 to cover 2 weeks of rehearsals in London followed by 6 weeks touring and 1 day of returns.

The CSM will be:

employed on an ITC/Equity contract which will include accommodation and per diems

paid a weekly wage of £525 plus Holiday Pay inclusive of overtime.

line managed by John Johnston (Project Manager)

in possession of a clean Driving Licence.

Key Duties:

- to service rehearsals as necessary, and to manage the rehearsal room. This production has a cast of 2.
- to collect van and oversee delivery of set for beginning of rehearsals
- To transport the set, props and cast from company base to performing venues throughout the tour
- to run the book and operate sound during performance
- to repair props, puppets and set as necessary
- to take the lead in maintaining and cleaning costume supported by the cast
- to be responsible for the technical requirements of the production regarding sound and set, the maintenance and safe use of company and hired stock and equipment
- to take joint responsibility with management for the smooth running of the rehearsal process and run and for the safety, comfort and welfare of company members; to liaise with the Theatre-Rites' office regarding company management as necessary
- To oversee the get-in and get-out with the support of the performers
- to keep timesheets and submit these promptly to the Project Manager
- to handle petty cash responsibly and efficiently
- to monitor the artistic standards of the production, produce show reports and to liaise with the Director regarding such matters
- to uphold the reputation and standing of the company at all times
- To adhere to Theatre-Rites' policies (Equal Opportunities, Diversity, Child & Safeguarding and Privacy)
- To implement and manage all points identified in the risk assessment during the course of the engagement.

Deadline for applications: 10am Friday 3rd April

To Apply: Please provide an up to date CV and two recent referees and send to john@theatre-rites.co.uk

Interviews: During the week of 6th April (this can be in person or via Skype)