

Stage Manager

Job Description – January 2019

Reporting to: LSO Stage and Transport Manager
Responsible for: LSO casual crew members

The London Symphony Orchestra

As the resident orchestra of the Barbican Centre, the LSO presents some 70 concerts here each year, performing the highest quality music from the core symphonic repertoire, as well as music by living or lesser known composers. Other concert engagements in the UK provide additional opportunities for the Orchestra to be heard nationally, whilst the Orchestra's major international touring programme brings the LSO to a global audience, particularly through annual residencies in New York and Paris and regular visits to Japan, China, the USA and Europe.

The LSO's activities also include an inspirational and pioneering education and community programme, LSO Discovery, and an award-winning record label, LSO Live, which enables the Orchestra's music to be heard by a global audience through digital recordings. LSO St Luke's, the Orchestra's music education centre, adds a unique dimension to the work of the Orchestra, being the home of LSO Discovery, LSO rehearsals, and a substantial public concert programme.

Role Overview

The LSO Concerts Department requires a Stage Manager to assist in the planning and operation of all technical, stage management and instrument transportation needs of the London Symphony Orchestra.

The Stage and Transport team comprises of two Stage Managers and one Stage and Transport Manager. The Stage Managers work as part of the Backstage Team (Personnel Managers, Librarian, Assistant Librarian, Stage & Transport Manager), which in turn is part of the Concerts Department.

Key Duties

- To assist in organising the transportation of the Orchestra's instruments for all the orchestra's engagements including rehearsals, concerts, film sessions, audio recordings and tours both in this country and abroad
- To ensure the stage is set correctly for all rehearsals, concerts and recording sessions
- To make sure all stage moves during performances are professionally and efficiently carried out
- To liaise with conductors, soloists and members of the Orchestra to establish their on stage requirements and to ensure such requirements are met
- To prepare stage plans for engagements and tours as required using Sketchup, our 3D stage plan programme
- To line manage any casual staff employed and ensure that all casual staff are qualified to work in their role and maintain the standards required by the LSO
- To record casual staff working hours and to compile and submit monthly records for payment by the Finance Department when required
- To authorise expenditure invoices as they are received by the LSO Finance Department via the Stage and Transport Manager

- To assist the Stage and Transport Manager in matters relating to the maintenance of the LSO's vehicle
 - To liaise with venues both in this country and abroad regarding the Orchestra's requirements while on tour
 - To work in conjunction with the Concerts Department to ensure the smooth running of all engagements
 - To drive the LSO truck and trailer. Training can be provided if necessary
 - To load and unload any transport vehicle and aeroplanes as necessary
 - To represent the Orchestra as a member of the Concerts team
 - To ensure all legal requirements regarding driving and working hours are met and maintained
 - To keep a record of hours worked and produce a monthly time sheet in retrospect to be handed to the Stage and Transport Manager
 - To be involved in the future planning of the schedule at the draft schedule point
 - To record each rehearsal and concert stage setting at the Barbican using the overhead camera system, and save the data on AV. Where possible store photos of tour venue concert performances using mobile device photographs on AV when in charge
 - To ensure the LSO Principal and Guest Principal conductors' concert clothes are dry cleaned and available for each performance
 - To ensure a safe working environment and that safe working practices are adhered to
 - To ensure all sound protection equipment is maintained and available at every rehearsal, concert and recording session
 - To complete Sound Risk Assessments for each Barbican concert and tour venue where you are the designated Stage Manager
 - To ensure that the orchestral storeroom in the Barbican and the LSO warehouse is kept clean and tidy
 - To ensure carnets are accurate and completed on time
 - To be responsible for the safety of the instruments whilst in the care of the stage management team
 - To ensure all necessary percussion instruments and timpanis are hired for tours, concerts and recording sessions and to work with the Stage and Transport Manager, Principal Percussionist and Timpanist to agree such requirements
 - To maintain the Orchestra's flight boxes are in good condition and to organise any necessary repairs and order new boxes as required
 - To ensure that the Orchestra instrument store at the Barbican, and the LSO Warehouse at Tottenham Hale is kept in order
 - To ensure the LSO truck and trailer are cleaned internally and externally at regular scheduled intervals
 - To ensure that all Health and Safety policies are adhered to, and to report any Health and Safety issues to the Stage and Transport Manager
 - To set out and collect any music parts for rehearsals, concerts and recording sessions as requested by the LSO Library
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EXPERIENCE AND SKILLS REQUIRED

Essential

- Excellent organisational skills and the ability to keep tidy and clear records, meet deadlines and be adept at using technology to aid the day-to-day running of the stage and transport department.
- Lifting and handling experience; to be able to handle large, heavy, valuable items using safe manual handling techniques whilst making every effort to avoid damage occurring.
- Excellent verbal, as well as written, communication skills
- The ability to work within a closely knit team and experience of managing staff
- Maturity, diplomacy, patience, tact and a good sense of humour
- Willingness to work unsocial hours both in the UK and abroad
- Ability to work to demanding deadlines and be able to work under pressure

Desirable

- A clean HGV driving licence (training can be provided)
- Experience in the use of Visio software for the production of stage plans
- Experience of driving abroad and dealing with international carnet and customs
- Experience of working with an orchestra
- Some musical knowledge
- Knowledge of the problems and complexities of orchestral layouts
- Knowledge of the methods and practices employed in handling, packing, loading, unloading and stowing of musical instruments
- Awareness of the value of the instruments and special consideration that must be given when dealing with delicate and awkward instruments
- Proven computer skills
- Proven knowledge of relevant Health and Safety Regulations, and an understanding of the need to comply with these regulations
- Current Manual Handling training certificate

TERMS AND CONDITIONS

- Salary: £25,000 - £35,000 per annum, according to experience.
- Normal hours of work are 37.5 per week, on days to be agreed but which will usually include weekends. However, actual working hours are dependent upon the Orchestra's calendar of events, with additional hours as required for which overtime is not paid.
- Notice Period: 3 months.
- 25 days annual leave plus bank holidays, with 3 weeks being taken during the orchestral annual leave and the remaining two weeks at the arrangement of the LSO Planning Director and Stage and Transport Manager.
- Interest-free loan for a season travel ticket.
- Subsidised catering facilities provided by the Barbican Centre.
- Membership of company pension scheme as follows:
 - In line with auto-enrolment regulations during first year of service.
 - 5% employer contributions and 2% employee contributions after 1 year's employment.
- Non-contributory private healthcare scheme.*
- Company income protection insurance*.
- Cycle to work scheme.

** after completion of one year's employment*

The post is based at the Barbican Centre in London, however the Stage Manager will be required to attend events at outside venues both within the United Kingdom and abroad. Duties will be broadly based around the LSO's schedule which is published one month in advance, however there will be occasions where the Stage Manager is required on days when the Orchestra is not working, for example, for meetings or loading/unloading the Orchestra truck. The position involves working evenings and weekends and being away from home on tour.

For formal concert work (i.e. when on the concert platform in front of the public) the post holder will be expected to wear a black shirt and black trousers and to be smartly presented.

Manual Handling training is required as part of this role. All necessary training arrangements and costs are covered by the LSO.

The LSO is an Equal Opportunities employer.

HOW TO APPLY

If you would like to apply for this role, please complete the application form and equal opportunities form online by following the link provided at www.lso.co.uk/jobs

If you have any questions about this role, please contact Sue Mallet, Director of Planning on 020 7588 1116 or email sue.mallet@lso.co.uk

The closing date for applications is 12:00 noon on Friday 25 January 2019.

Interviews will be held on Tuesday 5 February 2019.

If you do not live or work in Greater London, the LSO will make a contribution towards travel expenses incurred in attending interviews only if agreed in advance. In exceptional circumstances, initial interviews may be conducted by telephone or Skype. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.