

Arena Theatre Company
MacGillivray Hall
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Arena Theatre Company

Job title: Touring Stage Manager
Reports to: Executive Director
Salary: Above award

About Arena:

Arena has been creating theatre for children and young people since 1966. With a successful history of touring around the world, we're seeking a Stage Manager to join our small team and ensure the smooth execution of our international tour in 2024.

Position description:

The Stage Manager will play a crucial role in the success of the 2024 international tour. They will be responsible for overseeing all aspects of the stage and production operations from planning the first rehearsal, to the unpacking at the completion of the tour. They will ensure that performances run smoothly and safely. Their attention to detail, calm demeanour, problem-solving skills, and passion for live entertainment are key factors for the success of the tour.

The show:

ROBOT SONG: When it comes to friends, Juniper doesn't understand what all the fuss is about. In fact, when classmates tease her for being like a robot, she sees it as a compliment. Through the unconventional eyes of a child on the Autism Spectrum, *Robot Song* takes the audience on an incredible ride of personal discovery.

Robot Song introduces us to Juniper, a smart 11-year-old whose world is turned upside down when the arm of a giant robot appears on her doorstep and takes her on an unexpected journey to find the rest of its body. Surprised by the robot's revelation that it has only ever wanted to sing, Juniper learns flexibility and unexpected outcomes are sometimes exactly what you need.

Robot Song is drawn from writer director Jolyon James' experience raising a child on the Autism Spectrum. In celebrating Juniper's unique way of interpreting the world *Robot Song* provides a window for all young people to recognise and embrace the differences within themselves and others.

Using live animation, animatronics and with original music *Robot Song* is an incredible new work for ages 8 - 12. In 2019 *Robot Song* won the Best Presentation for Children and Young People at the Helpmann Awards. It was selected for the VCE Theatre Studies playlist in 2020 and 2021.

Tour details:

In 2024 *Robot Song* will tour to Canada and *New Zealand (pending).

- **Bendigo** – 1 week of rehearsals commencing week beginning (April 1* pending, or) April 29
- ***New Zealand** – April 9 - 25 (pending)
- **Canada** – May 8 - June 5

The show tours with 2 production crew (Production Manager & Stage Manager) and 3 cast. The tour includes venues of various sizes and capacities, with 5 hours allocated for bump-in in most venues.



Qualifications and pre-requisites:

- Previous experience as a Stage Manager in touring live performances.
- Sound understanding of stage management principles, technical, and theatrical equipment, and theatre protocols.
- Strong leadership and communication skills.
- A team player with a positive attitude and the ability to handle high-pressure situations.
- Strong problem-solving skills and the ability to think on your feet.
- Strong administrative skills.
- Ability to adapt to different venues and production teams while maintaining and upholding the show's quality.
- Flexibility to travel for extended periods and work irregular hours.
- A valid passport with at least 12 months validity.
- Current WWCC.
- Level 2 First Aid qualification (or willingness to obtain).

Duties

The Duties of the Stage Manager include:

- In collaboration with the Production Manager:
 - Develop and maintain rehearsal and touring schedules, including co-ordinating all production logistics and freight.
 - Coordinate any production crew.
 - Collaborate with venues and the production team to ensure smooth bump-in, performances, and bump-outs.
 - Work closely with the Director to maintain the artistic integrity of the performance.
 - Address arising production needs throughout the tour.
- Communicate any amendments to the schedule to cast, crew, venues and Arena as they arise.
- Prepare an inventory of sets, props and costumes prior to the tour.
- Oversee the maintenance, laundering, and any repairs to sets, props and costumes for the duration of the tour.
- Ensure that all sets, props and costumes are safely and conveniently stored, and any equipment hired for the tour is returned in a timely manner.
- Coordinate and oversee all technical aspects of the show, including lighting, sound, and stage setups.
- Stage manage the season and call the show.
- Prepare and distribute daily rehearsal, and show reports to cast, crew and Arena.
- Ensure the safety of all cast and crew members during rehearsals and performances.
- Ensure you are aware of local safety protocols and procedures, in case of an emergency.
- Collaborate with the Front of House Manager at venues to control the flow of audience members through the foyer, the house, and the post-show space.
- Comply with the rules of the Theatres at which the artistic and production crew may be rehearsing or performing, and with all lawful and reasonable rules of conduct made by the Company, in so far as such last-mentioned rules do not conflict with the terms of this contract.
- Where practical, order all equipment under the name Arena Theatre Company.