

Tour Stage Manager Vacancy

Company

Geologise Theatre (trading name of Solid Earth Productions Ltd) -
www.geologisetheatre.com

We are a small-scale company specialising in theatre for children and young people themed around climate change, the environment, and science. The company is based in Oxford.

Job Description

We are seeking a Tour Stage Manager for our 2025 tour to schools and some community venues. We are touring our climate change themed show *Chrissie and the Skiddle Witch* (a musical storytelling show for 8 to 13-year-olds) alongside creative climate change workshops with visiting climate scientists. The tour is across England and Wales. Rehearsals will take place in Oxford.

Pay and expenses

The rate of pay is **£700 per week** (based on 43 hours per week). For individual days worked before the tour (e.g. rehearsals) the rate is **£140 per day** (based on 9 hours per day, which includes time spent travelling to rehearsal if you don't live in Oxford). This pay will be subject to any necessary tax, national insurance, and pension contributions.

In addition to the above pay, you will receive holiday pay in lieu for any untaken annual leave to which you're entitled.

Accommodation and meal costs of up to £32.51 per day for overnight stays away from your home base will be paid by the company. Travel costs will also be covered by the company in line with ITC guidance.

Responsibilities

The Stage Manager will be responsible for managing the practical elements of the tour. Duties will include:

- leading get-ins and get-outs
- driving the tour van
- operating sound equipment and technical aspects of the show. There will be minimal or no lighting, but you will need to operate a small sound desk with inputs from microphones and a keyboard.
- running the book
- liaising with schools and venues

- looking after the props, set, and costumes including simple maintenance
- supporting the company with risk assessments and tech specs
- assisting with the workshops
- attending one or more rehearsals to become familiar with the production and plan get-ins/outs
- liaising with the rest of the production team to support making the production as sustainable as possible
- completing other relevant and appropriate tasks requested by the company directors

You will be expected to behave appropriately around children and be proactive in following safeguarding best practices. If appointed, you will need to complete a short online child safeguarding course (any costs will be paid by the company).

Essential Requirements

- Good organisational skills and a team player
- Good time keeping
- Previous stage management experience
- Comfortable working with basic sound equipment
- You must be happy to drive the hire vehicle, which will be a small to medium-sized van
- You must be a responsible, safe, and experienced driver
- You must hold a full UK drivers licence
- You must be at least 25 years old due to van hire age requirements
- You must be available for the tour dates (below)
- You will need to pass a DBS check (Enhanced, potentially with a Children's Barred List check). The check will be arranged and paid for by the company.
- You must have the right to work in the UK and pass a right-to-work check

Desirable attributes

- Previous experience of small-scale touring
- Previous experience of schools touring or community touring, or experience working with children and/or young people
- Previous experience driving a small to medium sized van
- An interest in climate change and the environment and/or touring sustainably
- Based in London, Oxford, or commutable distance to Oxford
- First Aid trained

We are open to stage managers at any stage in their career, including early career professionals.

Key dates

Rehearsals: 10th February 2025. Also either 15th February or 16th February 2025 (flexible).

Tour block 1: 17th - 25th February 2025

Tour block 2: 16th March - 4th April 2025

If you can make all the tour dates but not the rehearsals, please still apply as we may be able to accommodate this.

Availability for both tour blocks is preferred, but if you can only make one of the two blocks we will still consider your application.

Location

Rehearsals will take place in Oxford. The tour will be across England and Wales, including a block of at least 4 dates in London in the final week of touring.

How to apply

To apply, please:

- **Download and complete the [application form linked here](#)**
- **Email your completed application form along with a copy of your CV to geologisetheatre@gmail.com**

We are looking to fill the role as soon as possible. The deadline is **Friday 10th January 2025**, but we will assess applications on a rolling basis and may fill the position before the deadline.

Shortlisted applicants will be asked to attend a short online interview, where they will also meet the core team and can find out more about the role. We will also request contact details for two referees from shortlisted candidates.

If you have any questions about your application, please contact us at geologisetheatre@gmail.com. Please let us know if you need us to make any adjustments to allow you to complete the application process.

More information

If you would like to know more about the project and the company, you can find further details in our [tour pack for schools](#).