



Stage Manager Job Description

Job Title:	Stage Manager
Reports to:	Head of Production
Salary:	£40,000

RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

The Concerts Department

The Stage Manager is part of the Concerts Department. The Department consists of: Head of Production, Stage Manager, Assistant Stage Manager, Facilities Manager, Head of Orchestra Management, Deputy Orchestra Manager, Orchestra and Projects Officer, Director of Artistic Planning, Artistic Planning Manager, Artistic Planning Officer, Chorus Manager, Head of Library Services and Library Assistant.

Purpose of Role

The Stage Manager is responsible for the co-ordination and physical delivery of all orchestra and ensemble concerts in Scotland, international tours, recordings and broadcasts. This includes preparation such as contracting and deployment of instruments and equipment, contracting services such as piano tunings and instrument hire, providing venues with information, technical requirements and stage plans, and the general organisation and delivery of scheduled activity. The Stage Manager works alongside the Assistant Stage Manager and will work closely with the other members of the Concerts Department to ensure the efficient, effective and safe delivery of all RSNO related orchestra activity, performances and events.

Principal Relationships

External:

- Glasgow Life
- Local Scottish councils
- Scottish and international venues
- Freelance stage hands and suppliers
- Freelance musicians

Internal:

- All members of the Concerts Department
- RSNO musicians
- Music Director, conductors and soloists
- All RSNO departments

Key Responsibilities

1. Manage and organise the successful delivery of scheduled orchestra activity.
2. Manage the safe movement of musicians' instruments and the RSNO's orchestral equipment.
3. Successfully set out orchestra layouts safely in line with safe working practices, including noise at work regulations.
4. Manage successful relationships with musicians to provide a safe and calm environment. Promote a supportive environment and flexible structures that allow musicians to perform at their best.
5. Manage operational relationships with the RSNO's key venues including Glasgow Royal Concert Hall, Usher Hall in Edinburgh, Caird Hall in Dundee, Music Hall in Aberdeen, Perth Concert Hall, and Eden Court in Inverness.
6. Develop relationships and visit new venues providing strategic plans for safe delivery.
7. Produce stage plots and liaise with venues providing all technical requirements and timings in advance of engagements.
8. Own and maintain current risk assessments. Create risk assessments for new activities or venues not already covered. Dynamically risk assess and proactively deal with issues arising during activity.
9. Arrange for piano tuning as appropriate.
10. Perform rehearsal and concert duty as required.
11. Organise the timely processing of invoices for payment on receipt.
12. Administration in the planning of foreign tours with relation to itinerary, equipment scheduling/transportation, carnet and customs documentation.
13. Assist the Assistant Stage Manager with driving duties as and when required. (Driver training may be provided if necessary.)
14. Support the RSNO Society in the provision of appropriate working conditions for the Orchestra by keeping up to date with and ensuring compliance of current RSNO Policy and other legislation regarding Health & Safety e.g. issues pertaining to Noise in the Workplace.
15. Promote issues of well-being in the workplace, including overseeing RSNO's commitment to the Healthy Orchestra and Green Charters.
16. Any other such duties as may be required by the Chief Executive.

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> Proven background in the Performing Arts Sector Administration
Desirable experience	<ul style="list-style-type: none"> Logistics/Driving Understanding of an orchestra layout Experienced in orchestral stage management and orchestra layout/set-up International touring experience
Specific skills	<ul style="list-style-type: none"> Ability to manage multiple projects concurrently Ability to plan and prioritise a busy workload Good IT skills, including database management, Excel, Word, CAD related products, Outlook and PowerPoint Ability to move and lift heavy but fragile equipment Ambition to succeed by going beyond what is expected Enduring long hours
General competencies	<ul style="list-style-type: none"> Information management Great communication skills Be flexible in approach with a keen eye for detail A 'can-do' attitude and the willingness to assist other members of the team to meet shared objectives Highly motivated, pro-active and results driven Attention to detail Highly organised and self-motivator with the ability to remain calm under pressure
Other	<ul style="list-style-type: none"> Prepared to work weekends and evenings on a regular basis Clean driving licence: Car essential and truck C1+E (HGV class 1) desirable (training can be provided to attain HGV licence)

Additional Information

Location: The job is based at the RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX but will involve travelling

Hours of work: 48 hours per week with varying shifts and times over 7 days, driven by scheduled activity

Contract: Permanent

Holidays: 25 days (fixed Orchestra holidays) plus 13 public holidays

Pension: Contributory pension scheme available

Application Process

Applicants should email a CV and covering letter to recruitment@rsno.org.uk. Please send files as PDFs with the titles 'Your Name Cover Letter' and 'Your Name CV'. Please put 'Stage Manager' in the email subject line.

The RSNO is an equal opportunities employer, welcoming applications from individuals regardless of background and encouraging applications from under-represented groups. To assist us to monitor the effectiveness of our equality and diversity practices we would encourage applicants to complete our monitoring form by [clicking here](#). Your response will be completely confidential and held separately from your application.

CLOSING DATE: Sunday 1 February, 11:59pm

INTERVIEWS: Week commencing Monday 9 February