

COMPANY STAGE MANAGER - ROLE CONTEXT, DESCRIPTION & APPLICATION INFORMATION

Role title:	Company Stage Manager
Reporting to:	Senior Producer
Direct Reports:	Stage Management of cast on a production-by-production basis
Key Relationships:	Show Stage Management team and Cast members.
Location:	Gate Theatre, Dublin 1
Contract Type:	Permanent

Would you like to join the Gate team as our Company Stage Manager? You would be at the heart of every production — supporting artists, leading teams and playing a key role in bringing exceptional theatre to life. If this appeals to you, we would love to get your application.

PURPOSE OF THE ROLE

The Company Stage Manager is the central point of contact for all creative and stage management personnel working with The Gate. They are the conduit between the on-stage/rehearsal company and the organisation.

The postholder will lead and support stage management teams across productions, ensuring rehearsals and performances run safely, efficiently and to the highest artistic standards. The role also plays a key part in supporting company wellbeing, maintaining strong communication across departments, and upholding the Gate's policies and practices in relation to Health & Safety, Dignity at Work and Child Safeguarding.

The Company Stage Manager will:

- Lead rehearsals and productions safely and efficiently.
- Ensure productions are delivered consistently and to a high artistic standard.
- Support the wellbeing of actors, stage management teams and visiting company members.
- Foster clear and effective communication between production, creative, producing and technical departments.
- Uphold Health & Safety, Dignity at Work and safeguarding standards.
- Lead and manage Stage Management teams across all productions.

THE IDEAL CANDIDATE:

- Believes and lives by our values of Care, Collaboration and Excellence.
- Thrives in a fast-paced and fast-changing environment
- Enjoys working with a diverse, ever-changing and wide-ranging group of people
- Has excellent organisational and communication skills
- Is an experienced manager of people who can handle complicated schedules and situations.
- Has experience as a Stage Manager, Tour Manager or Floor Manager

BENEFITS

- Salary €45,000 annually
- 24 days annual leave
- Access to Pension Scheme
- Wellbeing initiatives – including EAP
- Cycle to Work scheme

Working hours for the role are up to 42 hours per week, spread between two working timeframes (office hours of 10am – 6pm & theatre hours of 5pm – 12am).

The role will involve working irregular and flexible hours on a regular basis. To compensate for this the contract allows for TOIL (Time Off in Lieu) and overtime during the tech periods.

Gate Vision

The Gate's vision is 'an Open Gate where every person has access to great theatre.' Under the shared leadership of CEOs, Róisín McBrinn and Colm O'Callaghan, an Open Gate is a civic Gate and will be a key cultural asset to Dublin's North Inner City. In the coming years, we will generate new audiences and excite current ones, invest in artists of the future, deliver our GATEWAYS community engagement programme and be a supportive home to the best Irish artists and their international collaborators. As the Gate approaches its centenary in 2028, we will make its theatre a home to all stories and the Gate's communities, so that it continues to play a defining role in Irish society.

Gate Values

It is important that the Gate continues to be a values-led Gate. Care, collaboration and excellence are the Gate's core values.

Gate Mission

The Gate's mission is to make inspiring theatre that connects, questions and transforms our audiences and communities by:

1. Producing unforgettable and inspiring theatre
2. Creating a supportive and sustainable Gate
3. Driving the growth of a connected and confident Irish theatre at home and abroad
4. Ensuring long-term financial and operational sustainability

Our History

The Gate Theatre was founded in 1928 by Micheál MacLiammóir and Hilton Edwards, and very quickly built a unique reputation as a producing house for introducing international writers and artists to Ireland. The theatre is housed in a beautiful Georgian building and has a capacity of 371 seats, which makes it attractively intimate for both actors and audiences alike.

Throughout its history the Gate has garnered an enviable reputation both at home and abroad and has proven itself to be one of Ireland's most successful theatres. The Gate mounts on average seven major productions each year.

The Gate is currently led through the joint management of its Artistic Director, Róisín McBrinn, and Executive Director, Colm O'Callaghan, who joined in the summer of 2022.

RESPONSIBILITIES OF THE COMPANY STAGE MANAGER

Stage Management and Production Delivery

- Recruit, line manage and lead Stage Management teams strategically, operationally and artistically.
- Act as the Organisation's representative throughout rehearsals and production runs as required.
- Plan and lead rehearsals, ensuring they run smoothly, safely and efficiently, and remain within scheduled times.
- Serve as the primary point of contact for visiting companies in relation to the Gate's policies, procedures and working practices.
- Act as the main liaison between cast members and the Gate, in collaboration with the Co-CEOs and Producing Department.
- Ensure rehearsal rooms and stages are prepared appropriately for rehearsals, technical rehearsals and performances.
- Oversee the creation and distribution of production information to all relevant departments and personnel.
- Ensure accurate production records are maintained, including props lists, running plots, setting lists and show paperwork.
- Ensure all borrowed or hired props are returned promptly at the end of each production.
- Ensure Stage Management teams maintain accurate financial records and submit production-related expenses correctly to the Finance team.
- Manage designated production budget lines and report on expenditure to the Senior Producer.

- Lead technical rehearsals and ensure all departments are kept informed of scheduling changes throughout technical rehearsal, previews and opening performances.
- Ensure rehearsal, performance and incident reports are completed, distributed and appropriately followed up.
- Allocate dressing rooms in collaboration with the Costume Department.
- Build effective and collaborative working relationships with directors, designers, performers, creative teams and Organisation staff.
- Act as liaison for touring productions and deliver touring briefings to the full company prior to departure.

Company Welfare, Inclusion and Safeguarding

- Act as a champion for diversity, equity and inclusion, fostering an inclusive and respectful working culture.
- Deliver inductions and presentations relating to Dignity at Work, Health & Safety, Child Safeguarding and organisational policies at the start of rehearsals and technical periods.
- Serve as a point of contact for visiting company members in relation to dignity and respect at work.
- Maintain strong working relationships with cast, stage management and technical teams, supporting company wellbeing throughout each production.
- Keep the Producing Department informed of any welfare or workplace concerns raised by company members.
- Act as the Designated Liaison Person (DLP) for Child Safeguarding matters relating to visiting companies both on site and while on tour.
- Coordinate and manage welfare support requirements where necessary, including arranging specialist support services where appropriate.
- Act as Health & Safety and First Aid Officer for the company, ensuring all matters are managed and recorded in line with organisational policies and procedures
- Handle sensitive medical and welfare matters with professionalism, discretion and confidentiality.

Communication and Collaboration

- Maintain effective communication across all Organisation departments to ensure relevant production and company information is shared accurately and in a timely manner.
- Liaise with Directors, the Senior Producer, Artistic Director and Executive Director to resolve artistic or operational issues that arise during productions.
- Coordinate with the Marketing and Communications team regarding press calls, interviews and promotional activity involving company members.

Administration and Operational Support

- Ensure all required documentation from visiting companies is received, processed and distributed internally as required.
- Coordinate accommodation and travel arrangements for visiting company members, including those travelling internationally.
- Ensure all production communications and pre-rehearsal information are circulated to the full company in advance of rehearsals.
- Ensure payroll information, including overtime records, is checked, approved and submitted to Payroll in line with organisational deadlines and procedures.
- Prepare and maintain payment schedules for wages, per diems and travel payments, and provide updates to the Finance Department as required.
- Undertake all mandatory and role-specific training to ensure compliance with regulatory and organisational requirements.
- Undertake any other duties reasonably required by the Senior Producer

ESSENTIAL EXPERIENCE, QUALITIES AND SKILLS

- Passion for and knowledge of Irish and international theatre.
- Minimum of three years' experience in a similar high-volume stage management, tour management, floor management or related production role.
- Excellent interpersonal and communication skills, with a collaborative and positive approach.
- Strong IT skills, including proficiency in Microsoft Word and Excel.
- Strong written communication and administrative skills.
- Ability to build effective working relationships with a wide range of personalities and stakeholders.
- Excellent organisational and time-management skills, with the ability to prioritise and manage multiple projects simultaneously.
- Ability to work calmly and effectively under pressure.
- High level of accuracy and attention to detail.
- Self-motivated with the ability to work independently and as part of a team.
- Professional, approachable and solutions focused.
- Punctual, reliable and able to maintain confidentiality at all times.

DESIRABLE

- Experience working as an in-house Company Stage Manager or Stage Manager within a producing theatre environment.
- Knowledge of current Health and Safety legislation relevant to the industry and ability to ensure safe working practices.

- Knowledge of safeguarding and understanding of responsibilities to ensure safe working practices
- General understanding of technical systems in use in a typical theatre environment

Application and Selection Process

- **To apply**, please submit your Curriculum Vitae in PDF format with a single page supporting letter (also in PDF format) outlining why the role interests you and how you meet the requirements.
- Applications should be sent directly by email to HR@gate-theatre.ie **clearly referencing Company Stage Manager** in the subject title.
- Closing date for receipt of applications is 12 midnight on **21st June**.
- First round interviews are expected to take place shortly on 1st and 2nd July at the Gate Theatre, D1.

RECRUITMENT STATEMENT

The Gate Theatre is an equal opportunity, inclusive employer and welcomes applicants from all sections of our community.

Inclusion, equity, diversity and access (IDEA) is a key part of our Open Gate ethos. We will not discriminate against an applicant (internal or external) based on their gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.

We appreciate that people have varying needs and encourage applicants and interviewees to let us know what arrangements and format they may prefer. If you have a disability and require any accommodation/s, during the recruitment process, including the application itself, please let us know in advance.