BARNSLEY CIVIC

Job Summary

To be the stage manager for the Barnsley Civic Production of Dick Whittington and support technical, artistic & creative teams in all aspects of production. Dates: 9th Nov 2026 – 28th Dec 26. Rehearsals - Monday 9th Nov to Friday 27th Nov , production week - Saturday 28th Nov to Friday 4th Dec, performances Saturday 5th Dec to Monday 28th Dec.

We will consider job share for the right candidate if you have unavailable dates.

Job Description

- To efficiently manage all aspects of the stage management of Dick Whittington
- To ensure clear communication of information between & all relevant parties including props, set, lighting & wardrobe.
- To keep accurate & up to date records of all performance paperwork.
- To understand & work within relevant Health & Safety legislation and procedures.
- To attend production planning meetings & any other meetings as required.
- To run the stage manager track for all scheduled performances
- To run and manage the stage during show calls & performance
- To be responsible for managing the health & safety of the show team during performance.
- To oversee the reset & to assist in the management of pre-show checks, warm ups etc.
- To effectively communicate with all departments to ensure the smooth running of the show.
- To collate technical information & build accurate and detailed show reports to distribute to wider technical & creative teams.
- To build rotas and calls for the stage management & rest of technical teams & to ensure all tracks are adequately covered.
- To communicate with Production Manager regarding any props or set fixes if necessary & oversee the management of all props and running props.
- To lead on sourcing of props during the rehearsal period and replacements/replenishments as required.

Job Requirements

- Experience in a stage management position preferably having worked on a previous pantomime
- Strong cross departmental communication
- Strong administration and organisational skills

Job Overview

Job Title: Stage Manager – Dick Whittington

Fee: £675 per week plus subsistence

Location: Rehearsals and Performances will be at Barnsley Civic, S70 2JL

To apply please email your CV and cover letter to andrewbishop@barnsleycivic.co.uk

Deadline: Monday 9th November