

Job Description

Role

Assistant Stage Manager (with technical duties)

Production

Taking Flight Theatre and RCT Theatres are producing Jim Cartwright's 'Road' at the Parc & Dare studio theatre in September 2022. Supported by Arts Council Wales and Pen y Cymoedd Wind Farm Community Fund.

This is a very ambitious promenade production, where the audience's journey starts outside the theatre and will bring them into an immersive space.

Taking Flight Theatre's work is always centred around access and inclusion. This production will be no different, in fact we are raising the bar by integrating audio description, integrating British Sign Language, live streaming several performances, and even running community engagement projects/workshops from now until September 2022.

www.takingflighttheatre.org.uk

Successful candidates will be given relevant training (e.g Deaf awareness training).

Rate of Pay

£450 per week based on an ITC contract of 43 hours per week (47 in production week)

There is no overtime associated with this contract, The hours will be averaged of the contract.

Subsistence & Travel

In line with ITC guidelines.



Dates

Rehearsals, 30th August–17th September

Get in/tech, 12th–22nd September

Shows, 23rd–30th September

Get out/Returns, 1st–3rd October

Location

Rehearsals – Parc & Dare Theatre, Treorchy and Chapter Arts Centre, Cardiff

Performances – Park & Dare Theatre, Treorchy



Description

Reporting to the Production Manager and Company Stage Manager, the ASM's main duties and responsibilities include:

- Attending rehearsals.
- Supporting the Company stage manager in the rehearsal room.
- Assisting the Designer with propping, making, and sourcing.
- Show setting and maintenance.
- Execute show cues, e.g scene changes, operating technical equipment.
- Fitting radio mics.
- To assist wardrobe laundry and maintenance during performance weeks.
- To work alongside the Production Manager with the get in, fit up and get out as required.
- Creation of relevant paperwork.
- Other relevant tasks as requested by the Production Manager, Director, and the company.

Essential Skills

- Completion of training in Stage management and technical theatre.
- Experience of working in the ASM role for at least 1 production.
- Basic prop making skills.
- Basic technical knowledge and experience.

Desirable Skills

- Experience of managing petty cash.
- Full clean UK driving licence.
- Knowledge of BSL.
- Based in Wales.

Apply



If you are interested, please send a CV and brief cover letter (no more than 1 side of A4) or a video (no longer than 5 minutes) to garrin@takingflighttheatre.co.uk with the subject line "Road – ASM Application".

Please also feel free to send any questions to the same email.

Disgrifiad Swydd

Rôl

Rheolwr(aig) Llwyfan C/Gynorthwyol [ASM] (â dyletswyddau technegol)

Cynhyrchiad

Mae Theatr Taking Flight a Theatrau RhCT yn cynhyrchu 'Road' gan Jim Cartwright yn Theatr Stiwdio'r Parc a'r Dâr ym mis Medi 2022, gyda chymorth Cyngor Celfyddydau Cymru a Chronfa Gymunedol Fferm Wynt Pen y Cymoedd.

Cynhyrchiad promenâd tra uchelgeisiol yw hwn; bydd taith y gynulleidfa'n dechrau y tu allan i'r theatr gan eu harwain i mewn i fan ymdrwythol.

Mae gwaith Theatr Taking Flight yn troi bob amser o gwmpas hygyrchedd a chynhwysiant. A felly hefyd y cynhyrchiad yma; a dweud y gwir, rydym yn anelu'n uwch y tro yma trwy gynnwys disgrifiadau sain a BSL (Iaith Arwyddion Prydain), ffrydio nifer o berfformiadau'n fyw a hyd yn oed trefnu prosiectau/gweithdai ymgysylltu cymunedol o nawr ymlaen tan fis Medi 2022.

www.takingflighttheatre.org.uk

Bydd yr ymgeiswyr llwyddiannus yn derbyn hyfforddiant perthnasol (e.e. hyfforddiant mewn Ymwybyddiaeth o Fyddar-dod).

Cyfradd Cyflog

£450 yr wythnos, seiliedig ar gontract ITC o 43 awr yr wythnos (47 yn ystod wythnos y cynhyrchiad)



Nid oes cyflog goramser dan y contract yma; cyfartaleddir yr oriau dros gyfnod y contract.

Lwfans Cynhaliath a Chostau Teithio

Yn unol â chanllawiau ITC.

Dyddiadau

Ymarferion: 30^{ain} Awst-17^{eg} Medi

Darparu a gosod cyfarpar/tech: 12^{fed}-22^{ain} Medi

Sioeau: 23^{ain}-30^{ain} Medi

Dadosod /Dychwelyd: 1^{af}-3^{ydd} Hydref

Lleoliadau

Ymarferion – Theatr y Parc a'r Dâr, Treorci a Chanolfan Celfyddydau Chapter, Caerdydd

Perfformiadau – Theatr y Parc a'r Dâr, Treorci



Disgrifiad

Gan adrodd wrth y Rheolwr Cynhyrchiad a Rheolwr Llwyfan y Cwmni, mae prif ddyletswyddau a chyfrifoldebau'r ASM yn cynnwys:

- Mynychu ymarferion.
- Cefnogi a chynorthwyo Rheolwr Llwyfan y Cwmni yn yr ystafell ymarfer.
- Cynorthwyo'r Dylunydd ym meysydd celfi ac atodion, cynhyrchu a chyrchu.
- Gwaith gosod a chynnal yn ystod sioeau.
- Cyflawni ciwiau yn ystod y sioe, e.e. newidiadau golygfa, trafod cyfarpar technegol.
- Ffitio meicroffonau radio.
- Cynorthwyo gwaith golchi gwisgoedd a chynnal a chadw yn ystod wythnosau'r perfformiadau.
- Gweithio, yn ôl yr angen, ochr yn ochr â'r Rheolwr Cynhyrchiad gyda thasgau ynghylch Darparu a gosod cyfarpar, paratoi a Dadosod.
- Creu'r gwaith papur perthnasol.
- Tasgau perthnasol eraill yn unol â gofynion y Rheolwr Cynhyrchiad, y Cyfarwyddwr a'r cwmni.

Sgiliau Hanfodol

- Hyfforddiant llawn mewn Rheoli Llwyfan a theatr dechnegol.
- Profiad o weithio yn rôl yr ASM mewn un cynhyrchiad o leiaf.
- Sgiliau sylfaenol ym maes gwneud celfi ac atodion.
- Gwybodaeth a phrofiad technegol sylfaenol.

Sgiliau Dymunol

- Profiad o drafod arian mân.
- Trwydded yrru Brydeinig lawn a glân.
- Adnabyddiaeth o BSL.
- Byw yng Nghymru.



Ymgeisiwch

Os oes gennych chi ddiddordeb, anfonwch CV a llythyr eglurhaol cryno (heb fod yn hwy nag 1 dudalen A4) neu fideo (heb fod yn hwy na 5 munud) i

garrin@takingflighttheatre.co.uk yn dwyn y teitl "Road – ASM Application" erbyn 5yp ar 21^{ain} Chwefror.

Croeso ichi anfon unrhyw holiadau at yr un cyfeiriad ebost.

