**Job Description**

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

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| Job Title: | Stage Manager |
| Job Type: | Head of Department |
| Unit: | Royal Opera House Muscat |
| Department/ Section: | Technical Department / Stage Management |
| Reports To: | Technical Manager |

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| Purpose |
| You are responsible for the leading, direction and management of the staff, the workflow and the resources of the Stage Management section to achieve the highest quality of work combined with the best effectiveness and efficiency of the department. |

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| Key Accountabilities and Activities |
| * To be accountable and responsible for the overall management of staff and discipline and other resources, for planning, control of expenditure and scheduling of activities on a week to week basis and in the longer term, ensuring close liaison with your line manager of the Stage Management department, the Technical Director, ensuring effective team working at all times and the maintenance, replacement, care and usage of all the stage management equipment liaising where and when necessary with the engineering section. * To proactively maintain close liaison with all other ROHM departments and to use industry best practice to attain high levels of safety, service, quality and efficiency of working practice ensuring effective management of the department ensuring that staff have up-to-date information regarding quality control, efficiency, materials, technology and are fully conversant with all required standards. * You are responsible for staff procurement, discipline, welfare and that they receive appropriate development and training equitable to their position. The principle of cross-discipline training throughout the Technical Departments is a fundamental part of ROHM’s longer term strategy and therefore is inherent in how we all work and so it is essential that all staff receive adequate core skills training. * To undertake and oversee the use of specific in-house equipment for data reference or storage via computer or any relevant electronic platform based system currently or proposed in the future * To ensure that the department   + diligently and effectively carries out all its activities in a safe manner and to the highest standards   + have the necessary knowledge and skills to provide all the Stage Management services required by ROHM including score reading.   + maintain close liaison with other departments to ensure smooth transition of information from, to and between the Visiting companies, ROHM technical and administrative departments. This to include such things as running times, musical instruments, piano tuning, schedules, etc.   + to prepare, coordinate and distribute show reports   + oversee and manage the usage of all rehearsal spaces and dressing rooms ensuring they are fit for purpose and liaising where necessary with visiting companies and ROHM departments for their allocation.   + have the necessary skills and expertise to create interpret ground and rig plans, stage running plots and cue sheets with IT competency’s in Microsoft office and other departmental specific software.   + employees are suitably attired at all times and wearing appropriate footwear having due regard for the varied nature of the work and are competent to undertake all necessary physical activities including such as working at height, rigging and get-in/get-outs   + The application of good *customer service* *skills* are an essential part of your duties; during your working hours you are quite likely to come into direct or indirect contact with technical department colleagues, other ROHM staff, guests of or visitors to ROHM and or the General Public and in these circumstances you will be seen as a representative of ROHM.   **Health and Safety**   * Manage all essential Health and Safety training to the required standard, and any other training as required, including but not restricted to:   + Understanding of and application of *best* practice such as     - IOSH – Managing safely     - COSHH   + Manual handling   + Working at height   + Safe use of access equipment * Be aware of, manage, uphold and support all local Health and Safety implications and other relevant legislation * Ensure that all incidents and/or accidents are reported and proper records are kept. * Ensure that all activities are suitably risk assessed and as and when deemed required are properly documented and accessible by the staff and or other ROHM personnel. |

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| Responsibilities |
| * Take direction from members of staff in Authority * To perform at your highest standard the carrying out of your duties, showing respect for and understanding to all colleagues and to be honest about and take responsibility for faults or failure. * Reporting directly to your supervisor for the carrying out your role and duties in a safe and efficient manner and in accordance with the laws and regulations of the Royal Opera House Muscat. |

**Person Specification**

**Essential Knowledge / Skills and Experience**

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| Role Requirements | |
| Qualification: | * Have a local or internationally recognised professional qualification in the specific field or similar and at least 5-years proven professional work experience in this specific field, being that of a stage manager   Or:   * Have a minimum of 7-years proven professional work experience in this specific field being that of a stage manager * Additionally have worked professionally for at least 6-years in a middle management role in this field in a large theatrical /events venue or similar |
| Experience / knowledge: | * Proven previous experience of stage management for a theatrical /events venue, international touring and their requirements in a receiving or repertoire venue primarily for the staging of productions and events. * Have an **EXCELLENT & PROVEN** track record in the operation and delivery to the highest possible standard to include but not restricted to:   + Demonstrate a high level of experience in all key technical areas; such as running/supervising production rehearsals, prompt corner cuing [the book], scheduling, mark-outs, plot preparation and administration   + Have an excellent understanding of lighting, sound, stage and costume departmental activities and their collective role.   + Extensive IT skills with a variety of common and bespoke software.   + Self-motivated with an appreciation for the need to deliver to deadlines. |
| People Skills: | * Excellent proven leadership and communication skills, a flexible approach, the ability to work across multi-cultural and multi-disciplinary teams, under pressure whilst ensuring delivery of high performance standards is essential. * Be able to work closely with, support, advise and appreciate the requirements of artistic teams * Be able to give clear direction to staff working for you * Team player and well-motivated * Willingness to learn new skills and pass on skills to other work colleagues |
| Supplementary Skills: | * Knowledge of Rules & Regulations in the Royal Opera House Muscat. * Ability to work under pressure. * Being familiar musical score reading for cueing purposes * Fluency in English and Arabic, spoken and written preferably or and who has knowledge of other language. |

To send the application:

[careers@rohmuscat.org.om](mailto:careers@rohmuscat.org.om)