# Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Assistant Stage Manager</th>
<th>Name:</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Stage Management</td>
<td>Directorate: Technical</td>
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<tr>
<td>Job type:</td>
<td>Full time</td>
<td>Supervisor: Stage Manager</td>
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</table>

**Purpose:**

To take overall responsibility for all stage Management aspects and Assist with onsite liaison between visiting company Technical & Production personnel as directed by the Stage Manager.

**Duties:**

- To assist the Stage Manager in acting upon the communication of information between the visiting Artistic, Administrative and Technical Departments and the ROHM technical production and logistics teams responsible for support of technical operations in the ROHM.
- To assist the Stage Manager in ensuring that all aspects of the Stage Management operation, whether it be personnel, equipment, technology or planning ‘orientated’ operations, are taken into account and carried out the highest standard.
- To assist the Stage Manager co-ordinate on behalf of the ROHM, all Stage management aspects from inception to completion for visiting companies or events/existing or new ROHM productions or events from load-in via storage or workshop, through fit-up. Rehearsal, performance and load-out.

**Responsibilities:**
- Assist the Stage Manager in acting upon the communication of information between the visiting companies Artistic, Administrative and Technical Departments and the ROHM technical, production and logistics teams responsible for support of technical operations in the ROHM.
- Assist the Stage Manager in ensuring that any rehearsal environments are prepared as required and communicate requirements to relevant departments.
- Assist the Stage Manager in ensuring that all dressing rooms are cleaned, available and accessible.
- Be able to read and follow a musical score to an acceptable high level in order to ‘run’ a performance. (This will depend on experience)
- Assist the Stage Manager in ensuring that all ROHM pianos are tuned as necessary to fulfil rehearsals and performances.
- Support the visiting SM with the Prompt desk during rehearsals and shows.
- Undertake relevant task using specific in-house equipment for data reference or storage via computer or any relevant electronic platform-based system or proposed in the future.
- Any other task requested by the Stage Manager.

Job requirements:

### Qualification & Experience:

**Essential Knowledge/ Skills and Experience**

- **Technical Skills and Experience**
  - A proven track record for the throughput of Stage management for major theatrical establishments primarily in a receiving or repertoire venue for the staging of productions, concerts and events.
  - Have worked for at least 5 years in a stage management role liaising with incoming international production teams.
  - Demonstrate a high level of experience in all key technical areas; such as running/supervising production rehearsals, prompt desk cuing, scheduling, mark-outs, plot preparation and administration.
  - Extensive IT skills, interpret Auto Cad, SketchUp or similar programs and thorough knowledge of Microsoft Office or similar software
  - 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.

Abilities and 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.
- Ability to remain calm and organized under pressure.
- Willingness to learn new skills and pass on skills to other work colleagues

a. 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.
- Ability to remain calm and organized under pressure.
- Willingness to learn new skills and pass on skills to other work colleagues

b. Job Requirements

Health and Safety legislation and Equal Opportunities principles.
Flexibility to work varied hours, weekends, public holidays, overnights and scheduled performances required.
Fluency in English, spoken and written.
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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All applicants must attach a letter detailing why you would like the position, a copy of your CV and references which should be emailed to: careers@rohmuscat.org.om Email subject must be "Job Title" you applied for.
For more information, please visit our website:
http://www.rohmuscat.org.om