



**SENIOR STAGE MANAGER (Part Time): LITTLE THEATRE**  
(Payclass 08)  
**CENTRE FOR THEATRE, DANCE AND PERFORMANCE STUDIES**  
**FACULTY OF HUMANITIES**

The aim of the position of Senior Stage Manager is to facilitate technically the performance outputs as prescribed by the production schedule. The Senior Stage Manager will be responsible for interfacing with students, by running production crews where assigned by the production manager, the Little Theatre production staff and academic staff. The Senior Stage Manager reports to the Production Manager and to the Head of the Theatre Section. In addition, the Senior Stage Manager will be required to provide general technical support toward the realization of the production outputs of outside users of the department's theatres.

Note: This is a '**theatre hours**' position and requires the incumbent to be available to work shifts during evenings when the Little Theatre Complex is active (either in rehearsal or production or both). On days when there are no night time rehearsals and / or productions the incumbent will work day time shifts to assist with maintenance and production tasks of all Theatre and Dance Section and Little Theatre related business. The post is remunerated at a **25 hours per week** and shifts will be determined in the first instance by the Production Manager.

Theatre Stage Managers are the essential link between the different branches of a theatre company. Their role is to manage rehearsals, actors, directors, designers, props and costume fittings, as well as managing the performances on stage and liaising with the box office and front of house staff. They are responsible for the smooth running of theatre productions. They act as a vital link between the artistic and technical aspects of a show. They make sure that everyone and everything involved in the production, from actors and technicians to props and lighting, is in the right place at the right time. Responsible for Health and safety of students and public.

**Requirements:**

- Minimum of 3 years' relevant stage management experience
- Diploma in the theatre field (NQF 6 level).
- Good communication (written and oral)
- The ability to multi-task, meet deadlines and work accurately under pressure;
- The ability to work independently and within a team, with minimal supervision
- Meticulous attention to detail
- Problem solving ability
- Proven ability to work unsupervised
- Specialized skills in theatre techniques and equipment

**Advantageous:**

- Previous experience working in a teaching environment
- High client-service orientation
- Meeting and Events Co-ordination experience

**Responsibilities:**

- Run all performance outputs in the Production Schedule
- Provide reports to production Manager and/or production staff after each shift
- Financial Administration including quotation, budgeting and purchasing where necessary
- Teaching of students in professional theatre practices while working on practical outputs
- Create, rig and operate sound, AV and lighting designs for outputs when required by the Production Manager
- Stay abreast of latest industry developments and continue to learn how to operate,

- program and design on the latest lighting, sound and av equipment.
- Assist with access and management of departmental stores.
- Risk assessment and meeting health & safety requirements for the departmental performance outputs, all its venues and equipment.

The annual cost of employment, including benefits (*where applicable*), between R226 580 – R266 564

**To apply**, please e-mail the below documents in a **single pdf file** to Rob Keith at [rob.keith@uct.ac.za](mailto:rob.keith@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 650 3493

**Website:** [www.hr.uct.ac.za](http://www.hr.uct.ac.za)

**Reference number:** E21125

**Closing date:** 29 January 2021

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black (i.e. African, Coloured or Indian) South African candidates.*

UCT reserves the right not to appoint.