

ILF Stage Manager Job Description Freelance Contract Hours Friday 7 - Sunday 23 October 2022

Time: As needed during the Festival from Friday 7 – Sunday 23 October, inclusive
Weekday evenings from approximately 6pm – 9.30pm
Weekends from approximately 11am -10.00pm Saturday and Sunday
There will be up to two briefing meetings in September

Salary: £11 per hour. Please note no overtime rate is payable

Directly Responsible to:
Festival Director / Operations Director / Event Managers

Responsible for:
Any Assistant Stage Managers or volunteers/stewards

Purpose of role:

- To keep the Festival running smoothly and on time.
- To provide back of house stage management support for festival events including setting up staging furniture; setting out chairs in venues; setting up back drops; preparing and tidying dressing rooms.
- Organising drinks and snacks for authors; helping authors with mics as needed; meeting and greeting authors, showing them to/from the stage; working with tech team to start events; dealing with emergencies during events.

Tasks & Responsibilities

These will include, but not be limited to:

Stage

- Setting up staging in accordance with Health & Safety guidelines
- Setting up stage furniture – tables, chairs, lectern
- Arranging stage décor and setting up back drops
- Ensuring supply of water and glasses
- Liaising with technical team

Dressing Rooms and Venue

- Ensuring dressing rooms are clean and tidy before and after event
- Ensuring authors supplied with appropriate food and drink in dressing rooms
- Where needed, sourcing food and drink and or equipment for authors
- Working with event manager to ensure venues are clean and tidy before doors open
- Assisting with audience seating arrangements in accordance with Health & Safety guidelines
- Ensure all fire exits accessible

ilkley literature festival

Author Liaison

- Liaising with the Event Manager to show authors to dressing rooms
- Ensuring authors welcomed and offered appropriate food/drink
- Showing authors to the stage
- Ensuring authors leave the stage safely at the end of events

Event Management

- Remaining in the venue (backstage) during events
- Liaising with Director/Technical Director/House Manager as needed
- Dealing with minor on stage emergencies (e.g. sound or lighting failure)
- Dealing with seating problems - adding or removing chairs safely as needed
- Work with event manager to direct and oversee any volunteers

Essential Qualities/Experience Required

- Excellent organisational skills, with the ability to think and plan ahead
- Excellent people and communication skills with high standards of courtesy and a pleasant manner
- Attention to detail and good time keeping
- The ability to meet deadlines and remain calm under pressure
- Ability to move and set up stage furniture, chairs and back drops safely
- Ability to deal with small scale emergencies
- Understanding of health & safety procedures
- Awareness of equal opportunities issues
- Resourceful and hardworking, with the ability to work as part of a team or on own initiative

Essential Qualities/Experience Required

- Knowledge/experience of stage management, theatre/arts/other events or conferences or working as a runner (can include music events, festivals, films, amateur, Uni or student events)
- Basic understanding of sound and lighting and the words used (for liaison purposes only the Stage Manager won't be asked to operate any sound or lighting equipment)

Location

You will be working in festival venues around Ilkley, West Yorkshire. You will need to be able to get to and from Ilkley easily, including after events in the evenings. (Trains run direct to Leeds and Bradford).

To Apply

If you are interested in the role, please complete the application form:

[Freelance Stage Manager Application](#)

For further information, please email: recruitment@ilkleylitfest.org.uk