



WESTMINSTER SCHOOL

Stage Manager (one-year, fixed-term contract)

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
	A degree in Stage Management or equivalent Technical Theatre or Productions Management qualification		Yes
Knowledge/Experience	Professional Stage Manager/Production Manager experience	Yes	
	Experience of finance administration	Yes	
	An up-to-date knowledge of the theatre sector, current practices, and the latest technology which supports productions including stage management and set builds	Yes	
	Knowledge of sustainable working practices	Yes	
	In-depth understanding of Health and Safety protocols and regulations related to the role	Yes	
	Experience of working within a school or educational environment		Yes
	Knowledge/Experience of Flying by winch, hemp, and counterweight		Yes
	Knowledge of programming and operation of lighting equipment and consoles		Yes
	Experience of working with theatre specific software (e.g. QLab)		Yes
	Experience of working with the Adobe Creative Suite (or equivalent design software)		Yes
	An understanding of safeguarding	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	A passion for theatre and the creative arts	Yes	
	Proven excellent organisational skills	Yes	
	Excellent numerical skills	Yes	
	Excellent communication skills, with a high standard of written and verbal English	Yes	
	Excellent interpersonal skills with people at all levels, both internal and external	Yes	
	Calm under pressure and able to multitask	Yes	
	Excellent time management and ability to prioritise	Yes	
	Excellent attention to detail	Yes	
	Ability to assist with the heavy lifting, as per the needs of the role	Yes	
	A positive attitude with a high level of self-motivation as well as working with a team, with the ability to work using initiative	Yes	