



PERMANENT POSITION

The Joburg City Theatres (JCT) an entity of the City of Johannesburg (COJ), operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatre in order provide the integrated management of world class theatre venues and a high quality entertaining, innovative and inclusive programme which serves diverse communities.

Department : Stage
Branch: Joburg Theatre
Designation: Stage Manager (Ref No: SM/01/2023)
Salary: R29 850.81 (basic salary excluding benefits)

Key responsibilities will include, but not be limited:

Assist Director In reviewing audition material. • Research and memorize scripts and background information on the production • Assist Director in overseeing technical run-throughs prior to performance rehearsals • Maintain and manage rehearsals and calendar • Chair production meetings • Contact understudies in the event that a lead actor is unavailable • Ensures that production schedule is adhered to • Resolve technical issues during rehearsals • Work with the costume department to ensure that all costumes and props are ready for photo shoots, rehearsals and performances • Provide stage directions and cues to actors during rehearsals and performances • Maintain log of daily rehearsal activity, script changes and official performances • Write and distribute daily rehearsal, production meeting, and performance reports timeously • Record all scenery cues, lighting cues, sound cues, pyrotechnical cues, AV cues, fly cues etc. and stand-by's in a script/production book in advance of the first technical rehearsal • Call all cues during the run of the show. • Report all mechanical faults to the Production or Technical Manager and building department and ensure that faults are rectified in time by also following up • Prepare props, furniture and costume lists in consultation with the director and designers and ensures substitutes are available for rehearsals • Oversees the organization and design of the stage prior to performances • Assist in setting up of props and other items for a production • Supervise and train employees • Inspect all equipment after use before storage • Maintain AV equipment • Operate AV • Write and distribute performance reports • Operate control consoles for sound, lighting and video • Draw rehearsal schedules • Archive shows for future use • Compress, digitalize, duplicate and store audio and video data. • Enforce health and safety regulation • Ensure all stunts and technical details are executed safely • Ensure Technicians follow safe procedure when rigging by securing gear with additional safety cables • Ensure the stage, side stages and rehearsal areas are free of hazards • Give professional advice and expertise to the clients • Determine client's production requirements and give the necessary support.

Appointment Requirements:

Grade 12 plus National Diploma (NQF 6) in Performing / Production Arts / entertainment technology or related qualification at NQF level 6 • Minimum of 3-4 years of practical work experience in theatre stage management. Experience as AV Technician and in rigging • Knowledge of related policies and legislation governing safety and health • Good verbal and written communication in English • Computer literacy.

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to:

jobapplications5@joburgtheatre.com

Enquiries: (011) 877 6859 / 6821

PUBLICATION DATE: 27 JANUARY 2023

CLOSING DATE: 15 FEBRUARY 2023

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. **Preference will be given to designated groups including people with disabilities.**

PLEASE NOTE: JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Late submissions and/or applications will not be considered. Submission without certified copies of qualifications will not be considered. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.