



## 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/06/2022)  
**Salary:** R28 456.44 (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 / NQF Level 4
- National Diploma in Performing / Production Arts / Entertainment Technology or related qualification (NQF level 6).
- 3 to 4 years' experience in theatre stage management.
- Experience in rigging.
- Knowledge of related policies and legislation governing safety and health.
- Computer literacy (Microsoft Word & Excel)

### Core Competencies

- Customer Services; Problem Solving
- Good time management;
- Good communication (verbal and written)
- Good interpersonal and coordination

Interested persons are requested to send their cover letter and detailed CV, quoting the **relevant reference number** to Mr. Thomas Sadiki, The Human Resources Manager, Joburg City Theatres, via email to: [jobapplications4@joburgtheatre.com](mailto:jobapplications4@joburgtheatre.com)

**Enquiries: (011) 877 6859 / 6821**

**PUBLICATION DATE: 10 JUNE 2022**

**CLOSING DATE: 23 JUNE 2022**

All suitably qualified candidates are encouraged to apply and will be considered. Joburg City Theatres (JCT) applies the principles of employment equity as per the National Legislation and policy guidelines and will consider designated groups in line with these requirements.

**PLEASE NOTE:** By submitting your application for a position at JCT, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process. 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. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

**NB: This is a re-advertisement, applicants who have applied before do not need to re-apply.**

**Only those applicants required for an interview will be contacted.**