

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Stage Manager / Assistant Producer
Reports to:	OUSA Event Lead / Capping Show Producer
Direct reports:	Capping Show Directors / Designers
Volunteers and Interns:	Capping Show Actors / Writers / Backstage Crew
Location:	OUSA, University of Otago, Dunedin

Organisation:

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Capping Show is the longest running student revue show on earth, with over 130 years of history at Otago University. Capping Show is produced by OUSA and is primarily a student-run and student-led project. Taking part in Capping Show allows emerging performers and theatre workers the opportunity to express their creative vision in a professional theatrical context, with the financial and administrative support of OUSA.

Position Purpose:

The Stage Manager/Assistant Producer will play a vital role in coordinating the many moving parts of Capping Show, from casting to rehearsals to performances. Working closely with the Producer, you will be involved in many of the logistical aspects of the production, including health and safety, scheduling, casting, and supporting cast and crew in their roles. The Stage Manager / Assistant Producer supports the Capping Show Produce with all parts of the planning and execution of Capping Show and often stands in for the Producer when they are absent.

Areas of Responsibility

Area	Expected Outputs
People Management	• Provide support and guidance to Capping Show Team members • Manage crew deadlines. • Manage the backstage crew during tech & show week
Financial Management	• The Stage Manager may occasionally be required to make purchases on behalf of OUSA and manage small sub-budgets relating to their work.
General Tasks	Reporting to the OUSA Events Coordinator / Capping Show Producer this position may comprise delegated aspects of the organizing of Capping Show ensuring that the following are carried out to a high standard: • Auditions are coordinated, and that participants/actors are reliable, time conscious and professional in their performance delivery and that both successful & unsuccessful participants have their status and/or opportunities for prospective roles clearly communicated to them. • Co-ordinate rehearsals and ensure that they are carried out in a professional and timely manner and ensure the frequency of rehearsals achieves the outcome of a high standard of performance. • Ensure dress rehearsals run smoothly and take any steps required to improve the effectiveness of rehearsals. • Develop and coordinate an attendance register with clear time frames for rehearsals and use your best endeavors to motivate actors/crew to attend all rehearsals on time, which may include regularly phoning actors. • Ensure any concerns the Directors/Crew may have are communicated to Producer. • Organise photos of all crew and cast for the programme. • Organise order and distribution of cast and crew T-shirts. • Organise and distribute complimentary tickets for cast and crew. • Assist in the coordination of Tech Week in order that it runs effectively. • Facilitate production meetings. • Create and manage cast and crew contact database. • Print and distribute scripts for everyone who needs them. • Assist in the organisation and management of social functions for cast & crew, and remaining sober during any social functions involving alcohol. • Organise cast for hall and lecture theatre runs in conjunction with the promotions coordinator. • Act as Stage Manager, including organising and delegating jobs to the backstage crew, and creating and distributing cue sheets, etc. • Running backstage for all Capping Show event nights.

	Reporting - Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show. - Provide a written 'lessons learned' report to the Producer after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.
Health and Safety	- Ensure the activities of all volunteers comply with all OUSA practices and procedures and the relevant legislative requirements, in particular the Health and Safety in Employment Act. - Take personal responsibility for engaging in OUSA's no-harm, health and safety culture - Be familiar with the hazard register for the work area that you work in - Communicate to the Producer and colleagues any potential hazards that you identify that are not on the register - Be familiar with the location of first aid kits and qualified first aiders in the Association - Be familiar with and adhere to any health and safety plans - Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and that these reports are submitted to the Producer in a timely manner. - Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community

Personal Attributes

Working Collaboratively	- Ability to build and maintain professional and productive relationships. - Ability to relate to a diverse range of people. - Excellent written and oral communication skills. - Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA.
Organisation	- Manages self, resources and workload to meet timelines. - Is reliable, organised and keeps all files and documents in order. - Is self-motivated and able to work independently and as part of the team. - Ability to recognise when issues need to be escalated to the Departmental Manager.
Change	Is flexible and resilient to meet the ever-changing needs of the OUSA.

Problem Solving	• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate.
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Qualifications and Experience

Capping Show is a student-led production, so the qualifications and experience required for this position are more flexible than in other professional theatre productions. However, the following characteristics are preferred:

- Proven experience working in theatre and particularly theatre production.
- Experience with volunteers.
- Proven ability to work with a broad range of people, especially young people.
- Experience working with budgets.
- Experience working in scheduling.
- Ideally have a current driver's license and access to a personal vehicle.