



POST: THEATRE STAGE MANAGER (FIXED TERM CONTRACT)

REFERENCE: NCACC/05/2024

SALARY: MARKET RELATED

LOCATION: KIMBERLEY

CLOSING DATE: 29 JULY 2024 AT 17:00 PM

REQUIREMENTS:

Grade 12 or equivalent qualification. Three years (3) of related experience, minimum of two years' work experience at the Northern Cape Theatre. You should have passion for theatre and a willingness to learn new skills and techniques. Bachelor's Degree in Theatre or Performing Arts in the related field will be an added advantage. Good researching skills when sourcing props and building sets and a sharp eye for detail. Ability to facilitate communication across all creative and technical staff of the theatre; act as a right hand to the director; oversee sets, props, lights, and sound; and call all technical cues during performances. Responsible for ensuring that productions run smoothly from first rehearsal to final curtain call.

RESPONSIBILITIES:

Schedule and run rehearsals, where you also: Record the director's decisions about blocking and notes for the actors; Convey the director's wishes to designers and stage crew; Create the prompt book (a.k.a. "the bible")—a thick binder containing the production's sound, lighting, and set cues, as well as other vital information. In charge of overseeing the integrity of the performance, including: Supervising preshow activities such as technical and safety checks; Running the performers through warm-ups and notes; Ensuring that everyone is ready for curtain and in the wings in time for their entrances; Calling technical cues to the crew. Creating and sourcing props making. You must be prepared to work long and unsociable hours including evenings, weekends and holidays. Maintain health and safety standard and practice of the Northern Cape Theatre.

PREFERENCES:

Youth, women and people with disability will receive preference and priority for this job vacancy. In addition, they may be eligible to receive waivers for postsecondary educational requirements outlined in this job vacancy.

APPLICATIONS:

Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. Applications to be submitted at Mayibuye centre, corner Hulana and Tshaka Street, Galeshewe, Kimberley, 8300. Or email to info.ncacc1@gmail.com

Correspondence will only be entered into with short-listed candidates. Applications received after the closing date will not be considered.