

Stage Manager Job Description

Fir Tree Theatre is seeking an Oxfordshire based professional Stage Manager for their upcoming short tour of *Remember Me* by Lekha Desai Morrison.

About Fir Tree Theatre

Fir Tree Theatre is dedicated to ensuring that theatre is accessible to all individuals, regardless of their background, socio-economic status, or level of experience with the arts. By fostering an inclusive environment and offering a diverse range of performances and programs, we aim to bring the joy and enrichment of the stage to the widest possible audience.

Our commitment to inclusivity and community engagement underscores their belief that everyone should have the opportunity to experience and participate in the transformative power of live theatre.

About 'Remember Me'

When Sally finds that her artist husband Jack is losing interest in painting, she gradually learns that the problem is much deeper than it seems at first. With the support of her daughter Keira, they go on a journey of learning to understand and manage his condition with compassion, warmth, humour and love.

Remember Me is a Fir Tree Theatre production in collaboration with Landmark Theatres UK, and funded by Arts Council England.

Following its successful performances at the [Burton Taylor Studio](#), Oxford and its world premiere at [The Key Theatre](#), Peterborough, commissioned by [Landmark Theatres UK](#), we are thrilled to announce that *Remember Me* will reach even broader audiences in 2025, by popular demand.

Supported by Arts Council England, the play will be staged at [The Key Theatre](#) in Peterborough (6-7 March 2025) [The Old Fire Station](#) in Oxford (14-15 March 2025), enabling us to share its powerful impact and inspire vital conversations about memory, identity, and the emotional toll of Alzheimer's.

Dates

- Rehearsals: 24 February – 3 March
- Tech in Peterborough: 6 March
- Performances in Peterborough: 6 March and 7 March (7.30pm)
- Performances in Oxford: 14 March and 15 March (7.30pm matinee at 2.30pm on 15 March)

Fees

- A total fee of £1,760, calculated as 2 weeks @ £700 per week, and 2 days (14-15 March) paid at £180 per day.
- Travel to and accommodation in Peterborough for 6-7 March will be expensed by the company.

Person Specification

Essential:

- Professional experience as a stage manager in professional theatre productions.
- Strong organisational and communication skills to coordinate effectively between artists, staff, and the producer.
- Experience with co-ordinating rehearsals, including technical setups and marking out set dimensions.
- Familiarity with overseeing prompt copies, scene changes, and facilitating get-ins/get-outs.
- Ability to run backstage and onstage areas during performances, ensuring smooth transitions.
- Knowledge of health and safety procedures in performance and rehearsal venues, including developing risk assessments.
- Experience in maintaining set, props, and costumes on tour.
- Ability to liaise with multiple teams such as directors, designers, and technical staff.

Desirable:

- Based within Oxfordshire or nearby for ease of travel to rehearsals.
- Holds a valid UK driving license and comfortable driving a touring van.
- Experience supporting touring productions, including working with venue staff and adapting to different performance spaces.
- Experience compiling detailed rehearsal or show reports.
- Familiarity with QLab.

How to Apply

To apply, please send your CV and a short covering letter to lekha@firtreetheatre.co.uk, explaining:

1. Your interest in the production.
2. How your experience matches the essential and desirable criteria.
3. Confirmation of your availability for all the dates listed.

Deadline for applications: Please submit your application by January 26th.
Shortlisted candidates will be invited for interviews conducted via Microsoft Teams.