



Technical Stage Managers 2025

Contract runs: 12th Jan - 4th Feb 2025

ABOUT THE ROLE

Job Title: Technical Stage Manager

Reporting to: Head of Production

Liaising with: Head of Participation, Executive Producer

Position Summary: The Technical Stage Manager manages the technical elements of the site they are assigned to, ranging from outdoor shows to Fringe venue programmes spread across a three-week programme.

Person profile: Our festival is fast paced and dynamic, we both present and produce shows as part of our programme and we are looking for crew members who are flexible and like a changing pace. Volunteers play a big part in making the festival possible, and we like to nurture them by teaching them new skills. You should feel comfortable supporting volunteers. They will reward you with a welcome like no other.

The Deal: £180 per day.

Working days: The role is for 18 days from 12th January to 4th February, our shifts are 10 hours long including paid meal breaks.

6 days off in the 24 day cycle

Induction & Planning: 12th January (1 day)

Bump in: 13th – 16th January (4 days)

Dumfries Carnival: 17th – 19th January (3 days)

Burns Night Live: 23rd – 26th January (4 days)

Dumfries Fringe Festival: 30th Jan – 2nd Feb (4 days)

Bump out: 3rd Feb – 4th Feb (2 days)

**BIG
BURNS
SUPPER**

RESPONSIBILITIES

Core responsibilities:

- Support artists as far as possible and within the framework of their agreements with Big Burns Supper, to achieve their artistic aims in remounting their productions.
- Set up and operate technical equipment.
- Ensure the function and basic maintenance of venue technical equipment, reporting major defects to the Head of Production.
- Maintain a good working knowledge of all relevant health and safety working practices.
- Support volunteers who are assigned to each project by providing clear instructions around tasks set.

Day to day responsibilities:

- Participate in the bump in and out of the venue, and other venues as required, working from plans and documents to ensure all aspects of venue and technical infrastructure are installed effectively. Communicate any arising problems to Production Management staff for resolution.
- Read technical information from artists and prepare the venue for each company appropriately. Communicate any missing documentation to the Production Management team.
- Receive a verbal handover from the Production Management team of any additional details relating to each company's pre-production discussions with Big Burns Supper
- Perform a venue induction with all artists in the venue, detailing safety procedure and their individual access to BOH resources eg. dressing room, first aid and toilet access.
- Manage the technical rehearsals of each company in conjunction with the company members, providing them with timekeeping support and access to the venue's resources.
- Provide programming and operating support for the lighting and/or sound desks to artists.
- Operate lighting and sound cues for incoming productions as required.
- Facilitate turnarounds between shows.
- Operate the venue to the prescribed schedule. Request assistance from the Production Management team for additional resources to help with turnarounds, audience management, or other tasks as required.
- Support a proactive risk management process amongst staff and artists, including ongoing review of artists' risk management paperwork relative to their actual performance activities, and following up with management as required to resolve outstanding concerns.
- Report damages to technical equipment and venue infrastructure in detail and in a timely manner.
- Collaborate with FOH volunteers to operate a clear handover procedure for loading and unloading the house and starting each show.

DAY TO DAY RESPONSIBILITIES

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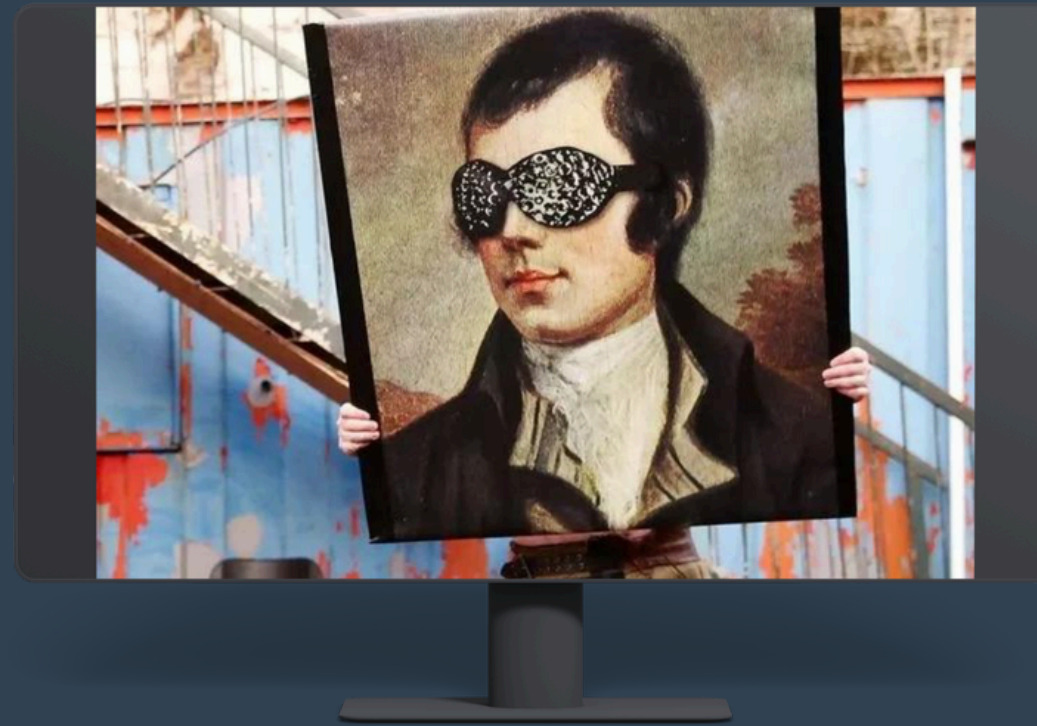
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- Be familiar with venue emergency management procedures and where necessary undertake further roles in this area as assigned by Production or Operations Management.
- Provide a show report at the end of each shift through a provided online portal.
- Other duties as reasonably required concerning venues.

OUR PROGRAMME



16 Primary Schools and 15 Community Hubs will be taking part in Carnival.

A 3 day free festival launches on 17th January with media previews on 16th Jan



Burns Night Live is the worlds biggest Burns Supper and will broadcast live to the World on 25th January.

Four days of events will wrap around this



Three days of Fringe mayhem accross 20 different venues inlcuding international music, folk, comedy, cabaret and theatre