**Deputy Stage Manager**

**Job Description**

Into Opera is looking Into Opera is looking for a Deputy Stage Manager for the Norfolk Into Opera Festival taking place this July. Start date ASAP. Full details about the festival line-up can be found online: [www.into-opera.org.uk](http://www.into-opera.org.uk)

This is the second year of the Festival which sees Into Opera transform the beautiful Octagon Barn in Norwich into an intimate Opera House - a 'mini-Glyndebourne'.

A wide range of events will take place in this 2023 festival including most a main production of *Carmen* conducted by ENO's Olivia Clarke, a family opera *Captain Blood's Revenge* and the premiere of three new operas from local primary schools.

Into Opera is a charity committed to developing new audiences and participants for opera.

Due to illness we need to appoint a DSM to start as soon as possible to join a rehearsal process which has been running thoughout June 2023. The Deputy Stage Manager will be employed on an invoicing/ fee basis for the following periods.

The Deputy Stage Manager will complete a three person stage management team also comprising the SM and ASM, and will be employed on an invoicing/ fee basis for the following periods.

**Week 1 (3 days)**

Thursday 29th June At home familiarisation day

Friday 30th June London Rehearsal

Saturday 1st July – Sunday 2nd July Norwich Rehearsal

**Week 2**

Monday 3rd July – Thursday 6th July Get-in/S&P/S&O/Dress Rehearsals Norwich

Friday 7th July – Sunday 9th July Festival Running Norwich

**Week 3**

Monday 10th July – Sunday 16th July Festival Running & Get-Out Norwich

There will be 2 full days off during the period contracted.

The fee is £1500 (or £600 per week) payable via invoice and can be broken up into separate payments as necessary.

Necessary travel to and from Norwich and accommodation in Norwich will be provided.

* Line managed by the Stage Manager and Artistic Director of Into Opera
* Score reader. All productions / concerts sung in English
* Take over the book (Or partially take over the book – to be discussed) maintaining blocking
* Q lights and run the book for all performances
* Assist with fit up, turn arounds, and get out.
* Ensure all paperwork is kept up to date with the rest of the SM team
* Call all productions and run the book for all performances (will have LX operator)

To express your interest please contact Simon Sturgess (Production Manager) with your CV at your earliest convenience. [Simonsturgess@icloud.com](mailto:Simonsturgess@icloud.com)