

TE MATATIKI TOI ORA | THE ARTS CENTRE | OFF CENTRE | 3 – 5 MARCH 2023

## Off Centre Contractor – Stage Manager

\$22.50 per hour

### Stage Manager Job Description:

The Stage Manager is responsible for the health and safety of the performers and any crew. They are responsible for liaising with the Venue Manager and technician to begin the show.

### Responsibilities:

- To be responsible for managing an emergency Show Stop in your venue if deemed appropriate and coordinating the evacuation of your cast.
- To be the primary point-of-contact for artists and companies performing in the venue.
- To ensure the performers are being given calls preshow.
- To ensure the technician and artists have everything they need to perform their shows successfully.
- Responsible for ensuring the backstage area is clean and tidy, ready for the next show.

**PLEASE NOTE:** This is a one-off event, and you will be classed as an event contractor / self-employed for the work. Therefore, you will be responsible for your own tax on your earnings. The work is non-ongoing.