

Company Manager

Overview

The Company Manager will help keep the company organised, informed and connected throughout the rehearsal and performance period. This is a central role in bringing the production together, helping people feel supported, included and clear about what's happening and when.

What you'll be doing

The role may include:

- managing registration for cast, crew and volunteers
- keeping spreadsheets and records accurate and up to date
- maintaining email lists, WhatsApp groups and other communication channels
- sharing rehearsal information, schedules and updates with participants
- keeping track of attendance and following up where needed
- managing a rota for chaperones who will supervise the child actors
- supporting the organisation of fittings, rehearsals and other production arrangements
- acting as a friendly and reliable point of contact for members of the company

What we're looking for

You do not need to be a technical specialist, but you should be comfortable using everyday digital tools such as spreadsheets, shared documents, Google Forms, Google Drive, email and WhatsApp.

It would be helpful if you are:

- organised and accurate
- reliable and good at following things through
- comfortable handling information carefully
- clear and friendly in written and spoken communication
- able to work well with people of different ages and levels of experience
- confident enough with basic digital tools to keep information tidy and accessible

This role would suit someone who takes pride in doing things properly and enjoys keeping things organised and running smoothly behind the scenes.

Time commitment

The Company Manager will ideally attend most rehearsals. Rehearsals are expected to be weekly from September, twice weekly from January, and most evenings during March in the run-up to the performance. Cover can be arranged where needed, but this role does require someone with regular availability and enough time to keep on top of the administration between rehearsals.

Costume Manager

Overview

The Costume Manager will lead the costume work for the production, helping to create convincing 16th century attire, while keeping the process welcoming, organised and community-focused.

We are looking for someone who can bring together historical understanding, practical costume knowledge and people skills. The Costume Manager will not be expected to make everything alone. This is a collaborative role and an important part of it is working with, supporting and coordinating other costume volunteers.

What you'll be doing

The role may include:

- planning the overall costume approach with reference to the period, the production style and available resources
- using existing patterns, templates, photographs and knowledge from previous productions
- coordinating a team of costume makers and helpers
- delegating tasks clearly and supporting volunteers with different levels of experience
- helping organise fittings, alterations and costume allocation
- sourcing, preparing or adapting materials where needed
- working with actors to design costumes that fit their character
- keeping track of what has been made and what still needs to be done
- encouraging a friendly, practical and inclusive working atmosphere

What we're looking for

You will need costume-making experience, ideally including sewing, textiles and an understanding of historical clothing. Existing patterns and information from previous productions will be available, so the role does not require starting from scratch.

We are looking for someone who is:

- creative and practical
- ability to do historical research and apply it
- organised enough to manage a large number of costumes and volunteers
- comfortable delegating rather than trying to do everything alone
- encouraging and patient with people who are learning
- interested in historical detail while also understanding the limits of time, budget and volunteer capacity
- able to keep the costume process collaborative and community-minded

Time commitment

The time commitment is likely to be flexible but significant, with much of the work happening outside rehearsals. The busiest periods will be during costume preparation, fittings and the final weeks before the performance. The Costume Manager will need to be available enough to keep the work moving and to support the wider costume team.

Lighting Director

Overview

The Lighting Director will lead the lighting for the production, making sure the performance is clearly lit while also helping to create atmosphere and support the storytelling.

This is a practical and creative role. Much of the lighting will be functional, but there may also be opportunities to create particular effects, moods or moments in collaboration with the director. The production takes place in St Mary's Church, so the Lighting Director will need to work thoughtfully within the possibilities and limitations of the space.

What you'll be doing

The role may include:

- planning the lighting approach for the production, balancing visibility, atmosphere and practicality
- working with the director to understand where lighting can support the storytelling
- assessing what can be done with the church's existing lighting and what additional lighting may be needed
- advising on lighting equipment to hire, borrow or source within the available budget
- finding practical and safe ways to position lights in the church, including the use of tripods or scaffolding where appropriate
- making sure lights are safely positioned and usable
- operating the lighting during performances or coordinating other volunteers to do so
- attending technical rehearsals and making adjustments as needed
- supporting and mentoring less experienced volunteers or students

What we're looking for

You do not need to be a professional lighting designer, but you should have some experience of stage lighting, event lighting or similar practical lighting work.

We are looking for someone who is:

- practical, creative and organised
- able to work within the constraints of an unusual performance space
- interested in how lighting can support mood, focus and storytelling
- confident giving advice about lighting equipment and setup
- comfortable working closely with the Director, Stage Manager and other volunteers
- able to take responsibility for safe working practices
- calm, flexible and able to solve problems as they arise
- able to encourage or mentor less experienced volunteers where appropriate

Time commitment

The Lighting Director will need to be involved in planning before rehearsals, attend some rehearsals in the lead-up to the production, and be present for technical rehearsals and show week. The time commitment will increase closer to the performances, especially during setup, technical rehearsals and final adjustments.

Stage Manager

Overview

The Stage Manager will play a key role in helping the production run smoothly in rehearsal and performance. This is a practical, people-focused role for someone who enjoys organisation, problem-solving and being part of a busy creative team.

This role is not just about moving things on and off stage. We are looking for someone who can help coordinate the practical operation of the show, make sure props and staging are in the right place at the right time, and support the smooth running of sound, lighting and backstage activity.

What you'll be doing

The role may include:

- helping volunteers understand where they need to be and what needs to happen during rehearsals and performances
- making sure props, furniture and staging items are available to actors and crew
- maintaining a calm, organised and safe working environment
- overseeing set construction, especially in the weeks before the performance
- planning and coordinating the practical running of technical rehearsals
- working closely with the lighting and sound teams
- supporting younger or less experienced volunteers working backstage

What we're looking for

You do not need to be an expert in lighting, sound or construction. It would be helpful if you are:

- calm, organised and reliable
- able to make timely and well reasoned decisions
- interested in how all the practical parts of a production fit together
- comfortable working with a wide range of people
- good at noticing what needs doing and helping others to do it
- able to take responsibility for safe working practices
- confident in speaking up when something isn't right
- able to mentor or encourage others, particularly younger volunteers

Some previous theatre or stage management experience would be useful.

Time commitment

The Stage Manager will need to attend all performances, all rehearsals in the final weeks before the show, and some weekend sessions beforehand to help with set, props and staging preparation. There may also be occasional planning meetings earlier in the process.

2nd Assistant Director

Overview

This role will be a vital cog in the directing team and present the person with the opportunity to shadow the director and assistant director, but to gain valuable directing and production skills. This role is suited to someone with strong leadership skills, who is creative yet practical and is curious about all elements of a production process. If you've wanted to try your hand at directing, this is the role for you.

What you'll be doing

The role may include:

- Shadowing the Assistant Director and Director throughout the process
- Assisting with running the rehearsal room
- Creating rehearsal reports and taking notes to capture key decisions
- Timekeeping in the rehearsal room
- Giving notes to actors on behalf of the Director and Assistant Director
- Leading warm ups during rehearsals
- Directing the Mummers Play sequence
- Undertaking "Show Duty" - watching the show and making notes
- Mentorship from the Director
- Recording sections of rehearsals for cast review and content creation purposes

What we're looking for

You do not need to be an expert in directing. It would be helpful if you are:

- Calm, organised and reliable
- Confident to speak in front of people and lead them
- Can-do attitude, not afraid to get stuck in and help other departments when required
- Comfortable working with a wide range of people
- Good at noticing what needs doing and helping others to do it
- Encouraging and personable, a friendly face in the rehearsal room
- Someone who'd like to try directing / sees a future career in theatre
- Knowledge of a production's timeline and processes

Some previous theatre experience is helpful, but this does not have to be directing.

Time commitment

The 2nd Assistant Director's time commitment is quite large. We would like you to attend as many rehearsals as possible in the lead up to the show, alongside some production meetings. Then, we expect attendance at every rehearsal in technical week, and at least 4 shows during the run. The higher your attendance, the more you will get out of this role!