



Job Title: Company Stage Manager

Company Overview:

Join PNP Events Ltd, a premier events company known for delivering exceptional and memorable family experiences. We are currently seeking motivated and detail-oriented individuals to join our team. If you have a passion for delivering seamless productions and thrive in a fast-paced environment, we invite you to apply and contribute to the success of our magical events.

Position Overview:

The Polar Express Train Ride across November and December 2024. Salary: £230 per day, £350 a week living allowance.

You will oversee the production at a site level and be contact for cast as well as the liaison between the Producer and cast.

The production is site-specific on a train, you will be managing multiple teams across a number of carriages.

Key Responsibilities

Production Management:

- To manage and take responsibility for the day-to-day running of the production, keeping to timings where possible.
- To control and oversee the running of all performance, ensuring that the agreed and established artistic and technical standards are always maintained as well as ensuring the costume standards are upheld.
- To manage the weekly payroll and delivering daily briefings for all performers on the production.
- To be responsible for and to deal with any general prop and set maintenance with the onsite Event Management team.
- To be an active member of the team, working to support and assist staff in all other departments and providing support and assistance as needed.
- To support the Deputy Onboard Event Manager and ensure their workload is managed effectively.
- To assist the Event Manager in set-up and takedown of the event, including responsibility for the onboard set up and takedown along with costume collection.
- To comply with and implement all company policies and undertake any other reasonable duties as required by the Producer and/or members of Senior Management.

Observing and Communication:

- To attend cast and technical rehearsals ensuring you understand the show and the standards set.
- To liaise extensively with the Producer, ensuring a smooth flow of information between PNP Events, the company on-site and technical team.
- To liaise with the Producer and regularly observe performances to ensure the production stays at an excellent standard throughout the entire duration of the season.

Welfare Responsibilities:

- To always ensure the welfare and safety of the company and staff.
- To lead on instilling a positive, inclusive and supportive culture to work in while in rehearsals and into show running.
- To help indicate to PNP and to the onsite medic where pastoral or medical care is required for any member of the cast.
- To create and encourage a supportive and positive backstage environment for the cast and crew.
- To represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.

Essential skill required:

- Previous experience as a Company Stage Manager, Entertainments Manager or similar role.
- Have performing experience and an understanding of what is involved for the cast.
- An understanding of immersive events.
- Have knowledge of or a willingness to learn more about the train operations according to the needs of the job.
- Experience in people management including welfare and pastoral care.
- A can-do attitude with drive, energy, excitement and a passion of events,
- The ability to think quick and problem solve in a fast-paced working environment.
- Reasonable physical fitness, the job entails travel up and down the train sometimes as urgent response to incidents
- Be aware of health and safety regulations

How to apply:

If you are a self-motivated individual with a passion for creating unforgettable events, we would love to hear from you.

Please submit your CV with a covering letter to: recruitment@pnpevents.co.uk

Please include: **"CSM application - (YOUR NAME)"** in the subject line.