

## **ATC's touring production of RICE**

RICE by Michele Lee is the European premiere produced by Actors Touring Company & Orange Tree Theatre in association with Theatre Royal Plymouth.

<https://www.atctheatre.com/production/rice/>

**Contracting producer: ATC**

**Terms:**

**Contract period Jan 10 – April 15, 2021**

**Salary: £494 pw (ITC minimum) + touring allowance £311.20**

<https://www.itc-arts.org/rates-of-pay/>

\*From April 5, 2022, the ITC minimum rates may benefit from an annual increase.

We also pay applicable holiday pay, and offer a contribution to your pension, if requested.

To apply, please send your CV to [recruitment@atctheatre.com](mailto:recruitment@atctheatre.com) by **December 3**.

### **Key Dates:**

10 Jan – 29 Jan	Rehearse in London
31 Jan - Feb 3	Production week, Theatre Royal Plymouth
Feb 4 - 12	Performances at Theatre Royal Plymouth (Drum)
Feb 18-19	Performances at North Wall Oxford
[W/c Feb 21	TBC]
28 Feb – 3 March	Rehearsal in Scarborough for in-the round performances
4 - 5 March	Performances at Stephen Joseph Theatre Scarborough
7-9 March	Performances at Crucible Theatre Sheffield (Crucible Studio)
17-19 March	Performances at Unity Theatre Liverpool
[W/c March 21	TBC]
March 29-30	Performances at HOME Manchester (Studio)
April 1 - 2	Performances at Northern Stage Newcastle (Stage 2)
[W/c April 4	TBC]
April 13 - 14	Performances at York Theatre Royal (main house)

### **Team**

Director: Matthew Xia

Associate Director: Ameera Conrad

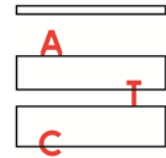
Production Manager: Matt Ledbury

Lighting Associate: Chris McDonnell

Cast: 2 actors (casting TBC)

Tour team:

Director / Associate Director, PM, Lighting Associate – attend all moves, i.e. 1<sup>st</sup> show in each venue  
CSM, DSM – attend throughout



## **Job Description**

### **DEPUTY STAGE MANAGER (DSM)**

The DSM is responsible to the CSM

#### Key tasks:

- Fulfil all usual DSM responsibilities during the rehearsal period and technical rehearsals
- Along with the production manager and other members of the stage management team, liaise with the creative team and facilitate their requirements to the best standard possible
- Run the rehearsal room to a high standard, ensuring the needs of the company and the director are met
- Act as the conduit for communicating relevant information between the rehearsal room and other departments, ensuring that information is documented and shared where required.
- Complete rehearsal notes and calls as agreed with the Company Stage Manager.
- Keep the show book up to date and legible.
- Operate LX, sound and AV cues as necessary during the run of the production.
- To undertake shared laundry duties and props maintenance along with the rest of the stage management team as agreed with the Head of Production.
- Liaise with front of house team to co-ordinate house opening and show start.
- Complete show reports in a timely manner and maintain communication with the creative team throughout the run.
- Attend & minute production meetings as required

## **Skills and experience**

### *Essential*

Demonstrable experience in relevant professional roles

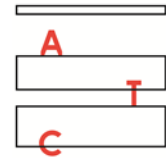
A team player with the ability to communicate effectively with people at all levels both internally and externally

Able to cope with the demands of working flexibly for the hours that a theatre inevitably demands

### *Desirable*

First Aid Qualification

Fire Safety trained



## **Green Rider**

Our touring model enables us to show the best in international contemporary theatre to diverse audiences around the UK and abroad. Our venue-free model enables us to make innovative and risky choices. At the same time, we recognise that our work can negatively affect the environment and we enjoy finding ways in which we can reduce the impact of our work, both in the office and while on tour. We would like to encourage artists, organisations and venues collaborating with us to work towards achieving this goal.

Our objectives are to reduce ATC's resource consumption (energy, water, carbon emissions, creation of waste, use of pollutants) and make significant progress towards carbon neutrality; use our activities to promote environmental sustainability among our audiences and artistic partners; integrate sustainability in all our planning and management decisions.

ATC would like you to take the following into consideration when collaborating on our show:

### Energy

- Make sure that you turn off all the lighting and equipment when you leave the rehearsal space or the venue.
- Make sure that dressing room lights and air conditioning/heating are not turned on until we arrive unless we specify the need in our technical rider.
- Minimise the amount of time when stage sound, lighting and screen equipment between are on and not in use.
- Liaise with venue over environmental sustainability during the tour to minimise environmental impact of our tour.

### Travel

- Choose ecological means of transport where possible (public transport, bike, train).
- Maximise the usefulness of your travels.

### Waste

- Make sure that all the waste left after the rehearsals and the shows is recycled.
- Adhere to ATC's rehearsal mug policy to avoid using plastic paper or polystyrene cups.

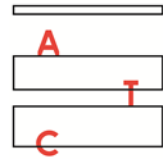
### General

- Buy recyclable materials where possible.
- Use local suppliers where possible.
- Ensure all the staff at the venues are aware of our commitment to Environmental Sustainability.
- Promote environmentally friendly attitude among the crew

## **Anti-racism Rider**

ATC is an active supporter and advocate for the Anti-Racism Touring Rider.

The Rider was created in 2021 by a consortium of independent theatre companies to establish a baseline of expectations between companies, venues and artists on a touring production.



Please download and read the Rider and Rider Checklist via the website  
<https://antiracismtouringrider.co.uk>

22.11.21