

COMPANY STAGE MANAGER – ON BOOK

KATHY & STELLA SOLVE A MURDER!

A new musical by Jon Brittain & Matthew Floyd Jones

August 2022



ABOUT FRANCESCA MOODY PRODUCTIONS

Francesca Moody Productions commissions, develops and presents brave, entertaining and compelling new theatre. They work with the UK's leading playwrights and discover and nurture new talent to produce bold, award-winning shows with universal appeal and commercial potential.

Since launching in 2018 the company has been awarded an Olivier, three Scotsman Fringe First's and produced seven world-premieres across London, New York, nationally on tour and at the Edinburgh Festival. FMP's production of Richard Gadd's BABY REINDEER was the Bush Theatre's fastest selling show in history and was due to transfer to the West-End in 2020 in co-production with Sonia Friedman Productions.

In 2020 FMP conceived and produced SHEDINBURGH FRINGE FESTIVAL an online live-streamed festival of theatre, comedy and music in lieu of the Edinburgh Fringe, selling over 4500 tickets and raising over £30,000 towards a fund to support the next generation of artists to make it to the Fringe. SHEDINBURGH returned in 2021.

FMP is led by Francesca Moody who is best known as the original producer of the multi-award-winning FLEABAG by Phoebe Waller-Bridge, which she has produced globally on behalf on DryWrite, most recently in London's West-End at the Wyndhams Theatre, when it was also recorded and broadcast by NT Live, playing in cinemas throughout the world. In 2020 Francesca led and coordinated the Fleabag for Charity campaign and later the Theatre Community Fund with Phoebe Waller-Bridge and Olivia Colman, raising over £2million to support theatrical artists and professionals whose livelihoods and creative futures have been threatened in the wake of Covid-19.

www.francescamoody.com

ABOUT THE MUSICAL

*"This is impossible! We've got motives. No Suspects. We don't know anything!
Who knew solving a murder would be so hard?"*

BFFs Kathy and Stella host Hull's least successful true-crime podcast. When their favourite author is killed, they are thrust into a thrilled whodunnit of their own! Can they crack the case (and become global podcast superstars) before the killer strikes again...?

A hilarious musical whodunnit from the award-winning duo behind *A Super Happy Story (About Feeling Super Sad)*.

PRODUCTION TEAM

Jon Brittain	Book, Lyrics & Director
Matthew Floyd Jones	Lyrics & Music
Tingying Dong	Sound Designer
Cecilia Carey	Design
Peter Small	Lighting Design
Ed Borgnis	Production Manager
Annelie Powell	Casting Director
Francesca Moody	Executive Producer
Harriet Bolwell	Producer

CAST

TBC – Company of 5 actor musicians

ABOUT YOU

FMP are looking for an organised, diligent and personable Company Stage Manager (On Book) for a new comedy musical, premiering at Roundabout in Summerhall as part of the Edinburgh Fringe Festival. CSM will need to have the ability to self-motivate, communicate and work well both within a team and under-pressure.

Applicants will be considered from outside of London.

We encourage people from all backgrounds to apply.

JOB DESCRIPTION

Responsible to: Director & Producer

Responsible for: Stage management of company & show

Working with: Creative Team, Cast & Crew, Producers, Venue personnel

To support the Director and Creative Team to facilitate the creation of and ensure the smooth running of rehearsals, tech and production.

Main duties:

- Support and manage the actors during rehearsals and production
- Deliver rehearsal and show reports for the Production
- Provide accurate rehearsal notes following consultation with the Director
- Coordinate with the director and stage manager all necessary rehearsal calls
- Produce a prompt book for cueing the production
- Manage the petty cash budget within the parameters set by the Producer
- Support the Director and Producer during tech, calling the tech as required
- Ensure that all set, costume and props are kept in a tidy, clean and orderly manner and to replace any consumable items within the budgets and parameters agreed with the Producer
- Operate the Production as per the schedule
- Act as a credible ambassador for the Producer at all times
- Ensure that reasonable care is taken to ensure a healthy and safe working environment for the Production
- To undertake any other appropriate duties which the Producer may allocate

- Be in attendance at post-show discussions, press/photo calls and interviews as notified
- Provide pastoral care of the company through the rehearsal and show period
- Attend, minute and contribute to production meetings
- Comply with FMP'S Health & Safety policies at all times

PERSON SPECIFICATION

Essential:

- Experience as CSM and/or DSM on book on a similar scale production
- Excellent teamwork skills
- Excellent communication skills both written and verbal
- Ability to plan workday and effectively manage multiple tasks and priorities
- Proactive approach to problem solving
- Efficient in Q-Lab

Desirable:

- Experience working on a musical
- Experience an Edinburgh Fringe production
- Experience in sound mixing & levels

SCHEDULE

The CSM will need to be available for:

Rehearsals	04 – 30 July	London, TBC
Technical Rehearsal	31 July	Edinburgh, Roundabout
Previews	03 – 06 August	Edinburgh, Roundabout
Performances	08 – 28 August	Edinburgh, Roundabout

FEE & TERMS

Total fee is £4000, consisting of £500 per week for an 8-week engagement and any necessary prep time/meetings.

Accommodation will be provided in Edinburgh and a per diem of £20 for each overnight stay.

One return train fare will be provided from London to Edinburgh.

APPLY

Deadline: 27 May, 10am

Interviews: 30 & 31 May

Start date: 04 July

Application method:

Please send a CV and a short covering note to hello@francescamoody.com with the subject heading CSM ON THE BOOK, telling us what about the role interests and excites you. We also welcome video applications alongside CVs.

If you have any questions about the role or the application process please contact our Producer Harriet Bolwell on harriet@francescamoody.com

We look forward to hearing from you.