

RECRUITMENT PACK

Technical Stage Manager – Full Time
October 2025



HOME

WELCOME

Thank you for your interest in the role of Technical Stage Manager at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favourites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
 - In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR

We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE

We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

● We are conscientious

● We are considerate

● We are collaborative

● We are creative

● We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

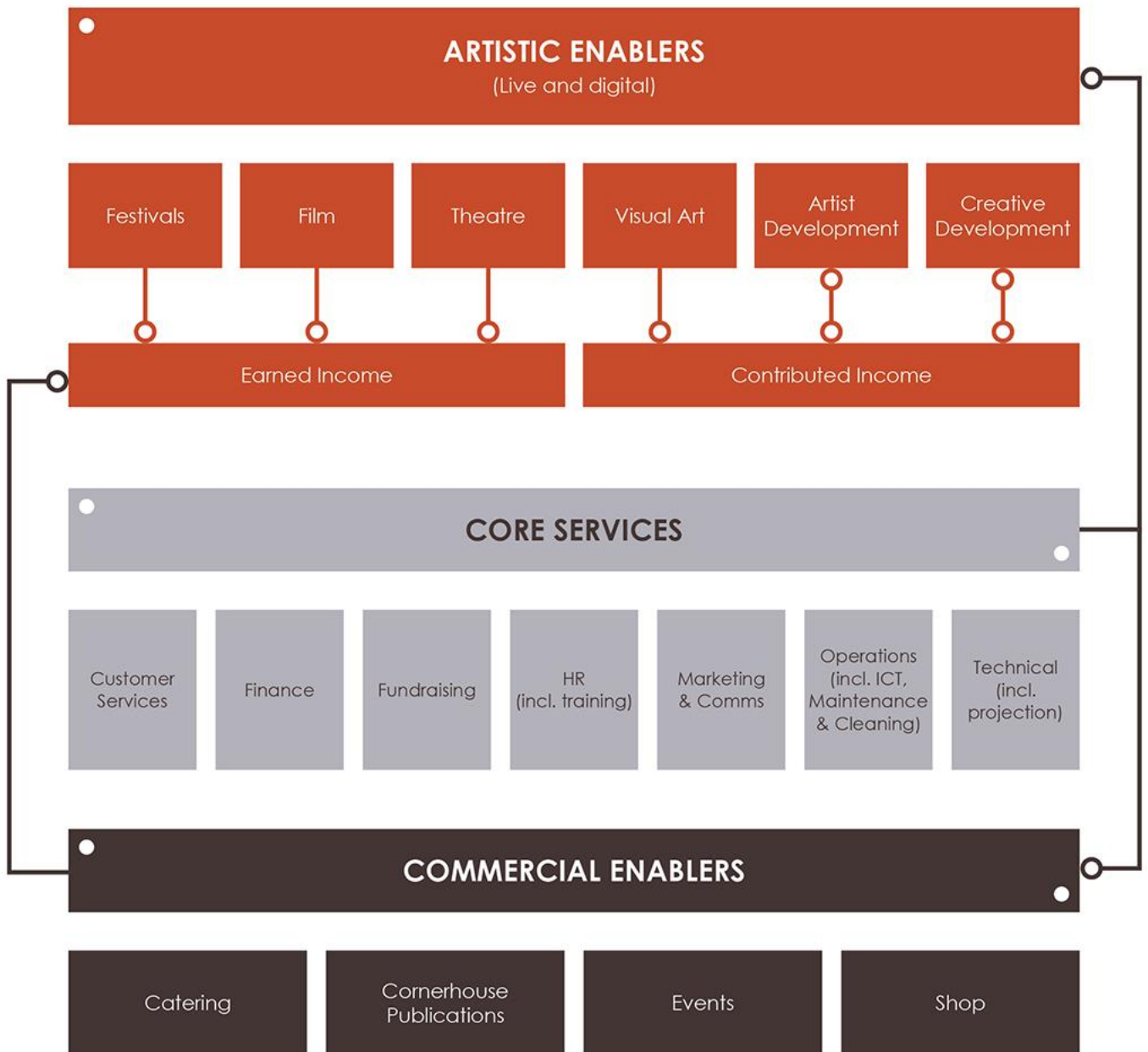
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

This opportunity

The Technical Stage Manager will report to the Head of Technical Theatre & Film and form an integral part of the technical management team delivering the artistic aims of the organisation through the programme of presented, produced and co-produced work across the whole organisation. You will be key to ensuring high quality, cost effective and safe delivery of our programme, managing the stage department and working closely with our Technical Manager to help our artistic, engagement, finance, operations and wider HOME teams.

HOME has a joined up artistic programme of equally important theatre, contemporary visual art and film. This sometimes manifests itself in cross-art form projects working across part, or all, of the organisation and potentially in other venues. You will work closely with the Head of Technical Theatre and Film, Technical Manager, Creative Teams, Freelance Production & Project Managers and HOME's own technical staff in the delivery and technical requirements of our own productions and projects, while also delivering visiting and co-produced work.

You will be part of an exciting forward-looking organisation working with a wide range of artists, partners and stakeholders. Our team is enthusiastic, motivated and engaged so expect to be challenged. If you can share our ambition and have the skills, knowledge and experience to do the job this is a great and unique opportunity.

KEY INFORMATION

Salary	£36,500 per annum
Contract	Permanent
Hours of work	40 hours, including 1 hour paid lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Cycle to work and Tech scheme
Probationary period	6 months
Notice period	1 month during probationary period, 3 months thereafter

JOB DESCRIPTION

Purpose

To oversee the stage delivery and to work alongside the Technical Manager to deliver the technical requirements of a modern, multi artform building, *ensuring that the requirements of the visiting company and HOME'S productions/events are met while maintaining the required high standards of production, maintenance and safety of GMAC spaces and equipment.* Under the supervision of the Head of Technical and Film.

Team	Technical Team
Reports to	Head of Technical Theatre and Film
Responsible for	Technicians, Deputy Technical Manager, Wardrobe Assistant, casual and freelance staff

Main duties

Stage Management:

- To ensure the smooth running of fit ups, get outs and shows, in line with health and safety legislation and the requirements of the visiting company and our own In-House Productions/Hires
- To service and maintain the stage, flying system and backstage areas to the highest standard and to bring any difficulties and or / health and safety hazards to the attention of the Head of Technical Theatre and Film
- To monitor the performance of outside contractors where appropriate, ensuring that all work is carried out to the highest possible standards and in line with Health & Safety requirements.
- To obtain accurate quotations for any work to be undertaken within the venues for submission to the Head of Technical Theatre and Film

Health & Safety:

- Ensure that Risk Assessments and Method statements are carried out and reviewed on a regular, agreed basis.
- To ensure that all maintenance work is safe and complies with current entertainments licensing, fire, building and Health & Safety legislation.
- To adhere to all Health & Safety procedures to minimise the risk of injury and accidents
- To complete and submit incident reports, near miss reports and accident reports etc to venue management as and when they occur

- To liaise with the visiting company and HOME'S Productions regarding their health and safety information – obtaining all relevant paperwork that is required as per the company's policy
- To liaise with the council regarding any visiting company health and safety requirements

Operational Requirements:

- Working closely with the Technical Manager and Head of Technical Theatre and Film to ensure sufficient scheduling of technical staff to service the operational needs of HOME. To achieve this through long-term planning, costing, adhering to work time regulations and multi-skilling.
- To work closely with the visiting company to ensure their technical needs are met as economically as possible. To ensure these always comply with the agreed contractual terms.
- Working closely with freelance Production Managers and Creative Teams on technical stage matters, during the pre-production and production periods of our own produced, co-produced and visiting productions.
- Working on shows in performance when necessary.
- To liaise with the Buildings Manager on all maintenance matters.
- Working evenings and weekends as appropriate.
- Ensure that box office, marketing and customer service teams are advised about proposed removal of seats for sound desk position/s and treads into the auditorium
- To ensure that materials and services required by the stage department are ordered in accordance with the company's approved procedures. Thinking about the Theatre Green Book.
- The operation and maintenance of all staging equipment located throughout the building.
- To observe and operate within the UK Theatre / BECTU *Code of Conduct for Get-ins, Fit-ups and Get-outs*.
- Ensure that the visiting company are aware of in-house / BECTU agreements and cost implications in advance of their visit.
- Ensure any additional equipment that the visiting company request has written authorisation and it's added to the contra recharge.

People Management:

- To lead the technical team in your field of expertise (Stage and Flying).
- Recognise yours and others' skill sets, ensuring the technical team perform in a multi-skilled environment, working between stage, LX and sound disciplines.
- To ensure that all necessary documentation (e.g. employee timesheets, compensatory rest, holidays etc) is completely accurate and submitted to management as required.
- To be responsible for the recruitment and selection of the stage and fly's team, in line with venue requirements
- To ensure that employee's performance is monitored and reviewed accordingly and where necessary appropriate action taken
- To ensure that staff are kept fully up to date with technical and maintenance procedures and working practices through a structured multi-skilling training programme.

- To attend training courses as required to further self-development for you and your team.
- Ensure all the company's policies and procedures are adhered to by all stage and fly teams and recommend appropriate actions.

Other:

- Implement and maintain appropriate communication channels within the stage department, other HOME departments and management.
- To attend regular technical meetings with the team to liaise on health and safety issues and to discuss forthcoming show requirements

To complete any other delegated task that may assist the Head of Technical Theatre and Film

Our ideal candidate

You will be a highly self-motivated, experienced technical theatre or arts professional, who has direct experience of managing staff, budgets and building management.

You will have a proven track record, with relevant professional experience of delivering a varied artistic programme across several venues of varying size, scale and art form.

This is an exciting and challenging new role, and the post holder will be playing a major part in shaping the future of the technical team.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Technical Competencies	• Excellent working knowledge of Health & Safety legislation	• Attendance on relevant health & safety training courses • Computer literacy • Stage Management Qualification
Behavioural Competencies	• Leadership Skills • Ability to Work under Pressure • Communication/Influencing • Planning & Organising • People Development/ Performance Management • Customer Focus • Leadership • Problem Solving/Initiative • Adaptability • Attention to detail	
Experience	• Professional experience within a Stage Department (all aspects) • People Management experience	Working knowledge of the Theatre Industry
Other Requirements	• Willingness to work unsociable hours • Ability to work at heights	

HOW TO APPLY

The deadline for applications is Friday 7 November 2025, 10am.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. **Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement.**

Email your CV and written supporting statement **please add the job reference number 487647 in the subject line in your email** or this can be a short video/audio response no more than 10 minutes long to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#)

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person week commencing 10th November 2025

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



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