

Waltham Forest Young Creators Project

Assistant Stage Manager Job Description

Venue/location:

Uplands / Blackhorse Road

Time:

10am – 11pm (Catering provided)

Overview

LNZRT and Route are on the lookout for an Assistant Stage Manager to join the team for a multi-venue launch event in the Uplands area.

[Route](#) and [LNZRT](#) will be programming a series of music industry events for young people in Waltham Forest between August and October. The events will encompass live music, creative workshops and panels talks and are designed to create opportunities for pathways into music careers both on and off stage. For the opening event on 19th August we are recruiting for multiple assistant Stage Manager positions.

These roles are a great opportunity to work and learn behind the scenes within a fast paced music environment, giving practical experience of how live music events are managed.

Minimal music industry experience is required and Route & LNZRT will provide training prior to the event along with breakfast, lunch and dinner if required on the day.

There will also be opportunities to continue this role throughout the series between August and November.

Applicant requirements:

- Basic knowledge of musical instruments and equipment.
- Ability to be proactive
- Able to assist in carrying musical equipment
- Clear, concise verbal and written communication skills
- 18 - 30

Role and Responsibilities :

- Work with Head of Production on supervising the operation of designated festival stage.
- Familiarise themselves with the details of their stage ahead of the event (running order, stage and artist technical specification, load-in and parking information, etc).
- Act as main point-of-contact for both artists and venue on the day of the show, providing excellent communication and ensure that show is running in a timely manner.
- Communicate with sound engineers and tech team to assist overseeing the set-up of all internal and external production equipment.
- Recognising and trouble-shooting any issues that may arise on the day.
- Assist all artists with their rider requests (within what has been agreed during advancing process).
- Maintain excellent communication with Head of Production throughout the event regarding status of stage.
- Act as a friendly presence and maintain a positive atmosphere throughout the event.

Number of total placements:

4 x placements

Is the course free to attend?

Yes, the training sessions will be free to attend and both training and Assistant Stage Manager role will be paid at £12ph.