

Portsmouth 100 Project – Stage Manager

Job Application Pack

If you need this pack in a different format, please contact our Admin & Finance Assistant jamie@triggerstuff.co.uk or phone 0117 403 4260.

Stage Manager – Portsmouth 100 Project

Location: Portsmouth

Prep: 4 days – December

Delivery period: : 5th January – 10th January

Fee

Prep: 4 days @ £150 per day = £600

Delivery: 5th- 10th January £690

Total: £1290

About the Portsmouth 100 Project

This new large-scale participatory project has been commissioned as part of Portsmouth 100, celebrating 100 years of Portsmouth as a city.

The project will bring together communities, artists and audiences through a bold live experience inspired by Portsmouth's maritime heritage, its people and its future.

The project is funded through investment from Arts Council England and Portsmouth City Council and supported by Portsmouth Creates.

Summary of the Role

Trigger is looking for an experienced Stage Manager to lead the smooth operational delivery of our exciting new project during rehearsals and the live event.

The project is an interactive experience rather than a traditional performance.

The Stage Manager will act as the central operational lead during live delivery, coordinating audiences, performers, community groups, participatory activity and technical teams.

Working closely with Angie Bual (Creative Director), creative team and wider Trigger team, they will ensure that all elements of the experience work together safely, smoothly and to schedule.



Job Description

Rehearsal & Preparation

- Attend relevant production meetings and handovers.
- Familiarise themselves with the full audience journey, live event format and production schedule.
- Attend and stage manage agreed rehearsals and technical run-throughs.
- Support the testing of how audience activity, performance, sewing, community participation and technical elements work together.
- Develop clear operational systems for performers, sewers, community groups and participatory activity.
- Work with the Production Manager and Trigger team to develop the live running schedule and staffing plan.
- Record notes, actions and changes arising from rehearsals.

Audience & Activity Coordination

- Oversee the overall flow of audiences through the experience.
- Coordinate the different participatory and making activities taking place within the space.
- Ensure materials and audience-made work move efficiently between activity areas and the live sewing team.
- Monitor audience capacity and flow and make operational adjustments where required.
- Ensure the experience remains welcoming, accessible and well organised throughout the day.
- Support the smooth transition between different elements of the audience experience.

Company & Community Coordination

- Coordinate performers (5 total), sewers and other live delivery staff.
- Manage community group arrivals, briefings and participation.
- Ensure all team members understand their roles, calls and responsibilities.
- Coordinate breaks, rotations and staffing across the live experience.
- Act as the main operational point of contact for the live delivery team.
- Maintain clear communication between performers, sewers, community groups, technical teams and Trigger.

Technical & Show Coordination

- Work closely with the Production Manager, Lighting Designer/operator and venue technical team.
- Coordinate agreed technical and performance cues alongside the live activity.
- Ensure the kinetic artwork, lighting, sound, projection and live activity work together safely and effectively.
- Respond quickly and calmly to technical or operational issues during live delivery.
- Escalate technical issues to the Production Manager and relevant technicians as required.

Live Delivery

- Lead the day-to-day operational running of all three live event days.
- Ensure performers, sewers, community groups and delivery staff are ready and in position.
- Ensure the event opens, runs and closes safely and on time.
- Maintain the agreed running plan while adapting where necessary to audience needs and live conditions.
- Troubleshoot operational issues and coordinate solutions across teams.
- Produce end-of-day notes and communicate any actions required for the following day.

Health & Safety

- Work within the agreed Event Management Plan, risk assessments and venue procedures.
- Support the Production Manager in maintaining safe audience, backstage and performance areas.
- Ensure performers, sewers and live delivery staff are briefed on relevant safety and emergency procedures.
- Monitor audience flow and activity areas for operational or safety concerns.
- Escalate any health and safety concerns promptly to the Production Manager.

Strike

- Support the coordination of performers, sewers, costumes, materials and production items during strike.
- Ensure relevant company equipment and materials are accounted for and returned or stored appropriately.
- Support the Production Manager with final production handover as required.

Person Specification

Essential

- Professional Stage Management experience within live performance, events, participatory arts or similar environments.
- Experience coordinating multiple teams or activities simultaneously.
- Experience working with performers, creative teams and technical crews.
- Confidence working directly with community groups and members of the public.
- Strong organisational and communication skills.
- Experience working from running orders, schedules and technical information.
- Ability to remain calm, responsive and solution-focused in a busy live environment.
- Strong understanding of audience flow and live event operations.
- A good understanding of health and safety within public-facing events.
- Ability to work collaboratively as part of a wider production team.

Desirable

- Experience of participatory, immersive or audience-led events.



- Experience of large-scale performance, public art or unusual venues.
- Experience coordinating community participation within a live event.
- Experience working with creative making or workshop activity.
- Experience working with technically complex productions.
- The ideal applicant would be based in Portsmouth or the surrounding areas

HOW TO APPLY

To apply for the position, please provide the following information to recruitment@triggerstuff.co.uk

Deadline: 28th September 2026

****Please note that applications will be considered on receipt, and as a result the vacancy may close early should an appointment be made. As such we would recommend submitting your application as soon as possible****

- A comprehensive CV detailing your education and work experience (no more than 2 A4 pages)
- A covering letter outlining your experience and suitability for the role and how your experience matches the role summary (no more than 2 A4 pages)
- A completed equal opportunities form available [HERE](#)

We also accept the above information in video or sound format.

Please note, any incomplete applications received will not be considered.

Successful applicants will be asked to provide 2 referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Portsmouth 100 Stage Manager' in the subject line to recruitment@triggerstuff.co.uk.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.

ABOUT TRIGGER

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and



outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent.

Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

www.triggerstuff.co.uk



PoliNations Trees by Trigger, at Shangri-La Glastonbury Festival 2025, captured by Giulia Spadafora