

Terms of Reference

Stage Manager – Ibn Battuta Travels Production

1. About Seenaryo

Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support mental health, shape futures, and drive social justice. Over ten years, Seenaryo has developed a unique and radically participatory approach to theatre and learning. What began in community spaces in 2015, has moved into classrooms, onto stages and toured to international festivals. Reaching over 205,000 people in the last decade, Seenaryo won the Digital Innovation of the Year – Learning prize at the 2025 PIONEER Awards, the Resilience in Action Award at HUNDRED 2024, and the Arts, Culture & Heritage prize at the 2023 UK Charity Awards.

2. Project Overview – Ibn Battuta Travels

Ibn Battuta Travels is a large-scale participatory theatre production with 100 participants from across Lebanon. The performance is inspired by Ibn Battuta's travels and explores themes of journey, discovery, and human connection through theatre, movement, and music. Participants are divided into several groups – including actors, choir, movers, children, and the Stage & Scenography Group – working collaboratively to create a unified performance that blends storytelling, dance, and music.

3. Objectives

Seenaryo is seeking a Stage Manager for the Ibn Battuta production to assist with the smooth running of staging, rehearsal, and performance aspects. The Stage Manager will work with the creative team, participants, technical crew, volunteers, and Arts Managers. Their role is to look after the stage: maintaining order, timing, and communication throughout rehearsals and performances. This role will ensure that all elements including staging, props, costumes, and participant movement come together seamlessly to support a cohesive and professional production.

4. Scope of Work

The Stage Manager will have the following duties:

Pre-Production (Date to be confirmed)

- Attend production meetings with directors, designers, and technical team
- Develop detailed running orders for rehearsals and performances
- Maintain participant registration lists (100 people) and costume tracking records
- Prepare health & safety documentation and risk assessments for the venue
- Coordinate schedules, call times, and logistics with Producer and Arts Managers
- Create and update prop lists, costume lists, and script with cues
- Manage small purchases needed during rehearsals

Production Week (Date to be confirmed)

- Manage stage space and all technical/production moving parts
- Oversee get-in/load-in of equipment, set, props, and costumes
- Organize dressing areas, prop tables, and backstage spaces
- Coordinate movement of 100 participants during technical rehearsal
- Conduct health & safety briefings and communicate backstage protocols
- Manage backstage operations during performances: prop/costume organization, scene transitions, participant flow
- Liaise with front-of-house staff and handle any emergencies

Post-Production

- Supervise strike/load-out and ensure return of hired or borrowed equipment
- Compile final production report and archive all documentation
- Ensure venue handover in agreed condition

5. Deliverables

- Coordinate and manage all aspects of rehearsals, technical setups, and performances for 100 participants.
- Maintain accurate participant, costume, prop, and schedule records
- Oversee backstage during technical rehearsal and both public performances
- Conduct risk assessments and health & safety checks for rehearsals and performances
- Supervise strike/load-out and complete final venue handover
- Submit final production report summarizing the process, outcomes, and challenges

6. Duration & Timeline & Fees

- Pre-production: Date to be confirmed
- Production week and performances: Date to be confirmed
- Total estimated hours: approximately 60 hours
- Fee range: 850 – 1000 USD project fee

7. Qualifications & Experience

- Previous stage management experience, preferably with large-scale productions
- Strong organizational, communication, and leadership skills
- Ability to remain calm under pressure and solve problems quickly
- Physical stamina for long hours standing and coordinating activities
- Knowledge of Arabic language and Arab culture is desirable
- Experience with participatory or community theatre is a plus

8. Working conditions

- Long hours during production week, including some evening and weekend work
- Physical work (standing for extended periods, lifting/moving equipment)
- High-pressure environment requiring quick decision-making
- Work across multiple locations (rehearsal spaces, performance venues)

9.Reporting Structure

- Reports to: Producer and Director
- Works closely with: Directors, Choreographer, Technical Director, Costume Coordinator, Arts Managers, Volunteers

10. How to Apply

Interested candidates are requested to complete [this application form](#) specifying their daily rate for stage manager work. At the next stage, and if selected, candidates will also be required to upload legal registration papers if available.