



# STAGE MANAGEMENT ASSOCIATION

55 Farringdon Road  
London EC1M 3JB

T 020 7242 9250 F 020 7242 9303  
E [admin@stagemanagementassociation.co.uk](mailto:admin@stagemanagementassociation.co.uk)  
W [www.admin@stagemanagementassociation.co.uk](http://www.admin@stagemanagementassociation.co.uk)  
Company limited by guarantee (England and Wales) Reg No 381917

## SMA Policy - Work Placements in Stage Management

The SMA believes that genuine work placements can be of great value to persons seeking to enter a profession or gain new experience in their existing one; they can be useful to prove one's mettle; sell one's qualities to prospective employers; make useful contacts; acquire referees; and ultimately to get paid employment.

However, for work placements, that is: unpaid work (excluding when this takes place in an educational context) to be of value to the person undertaking it, the SMA believes that the following criteria need to be met:

- the work placement must be **time-limited** to a maximum of four weeks
- the person undertaking the work placement must be **additional** to a professional stage management staff of adequate size and experience for the show being produced
- the person undertaking the work placement must be adequately **supervised** and inducted into the work place
- the person undertaking the work placement should have the **opportunity to learn** through observing and taking part in the team's activities under supervision; they can be given tasks to complete by themselves, provided they have been adequately instructed and have access to a professional stage manager for advice whilst carrying them out. They should also have the **opportunity to receive feedback**.

The SMA believes that a well-managed work placement can successfully deliver for the person undertaking it real learning in a professional environment.

**Even for a time limited work placement of four weeks or under, the SMA holds the view that the employer should *consider* paying expenses for travel and basic subsistence at a level of at least £10 a day; and *must* consider all insurance and Health & Safety implications.**

The SMA undertakes:

- not to publicise work placements which do not meet these criteria on its website and in its other published materials
- to lobby the industry and its representative organisations and funders to recognise such criteria for work placements and internships as set out above