

# WICKED

## **Assistant Stage Manager (Book Cover)**

### **Job Description**

**Job:** Assistant Stage Manager (Book Cover)

**Responsible to:** Stage Manager

**Salary:** Above SOLT/Equity minima <https://www.equity.org.uk/>

**Probationary Period:** 12 weeks

**Contract:** Initially fixed term for 1 year with the intention of becoming open-ended, subject to review. The position is full time and evening and weekend work will be required. Performance schedule Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

**Start date:** ASAP

**Location:** Apollo Victoria Theatre, London

**Preferred:** Book Cover experience on a large-scale show in a similar role.

**Personal Attributes:** Ability to remain calm under pressure, high level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

**To apply:** please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to [joinus@playfuluk.com](mailto:joinus@playfuluk.com) with your name and the role you are applying for in the subject line by **10am on Friday 17<sup>th</sup> January 2025**. Please include 'Wicked Recruitment' in the title of your email.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "'First name' 'last name' – CV"

Your responsibilities as an Assistant Stage Manager (Book Cover) may include but will not be limited to:

- assisting the Stage Manager, Company Manager and Production Manager to ensure the effective use of resources in running the show;
- maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- working with your team, other technical departments, the acting company, resident creative team members and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- assisting with the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals;
- attending all rehearsals as required;
- assisting with the maintenance of all props and set, including checks prior to each performance;
- having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;

- assisting with the sourcing of props if required;
- assisting the Stage Manager in compiling show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, up to date stage management cue sheets and other paperwork relevant to the show bible;
- acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- deputising for the Deputy Stage Manager in their absence, if requested, including learning the book and cueing of the performance to provide safe and consistent cover;
- maintaining good relationships with hirers and suppliers;
- working in accordance with WLPL's Health and Safety policy, using appropriate safety equipment and clothing;
- complying at all times with the rules and regulations in force at the venues under the control of the Production;
- having a practical understanding of WLPL's employment policies and demonstrating a willingness to comply with these policies;
- such other services as are customarily provided by the Assistant Stage Manager Book Cover in relation to the production of a first-class musical stage play; and
- any other duties as may be reasonably required in the course of your duties or as instructed by the Stage Manager, Company Manager, Production Manager, WLPL or General Managers from time to time.

**We are committed to a workplace culture that embraces diversity and inclusion across all departments.**

***Please note all applicants must have the right to work in the UK***

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WLPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are Marc Platt, David Stone, and Universal Stage Productions. In the UK, Michael McCabe is Executive Producer and Playful Productions are the General Managers.