



### **Assistant Stage Manager/Assistant Stage Manager (Book Cover) Job Description**

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

**Responsible to:** Stage Manager

**Salary:** Above SOLT/Equity minima <https://solt.co.uk/what-we-do/rates-of-pay/solt-equity-performers/>

**Probationary Period:** 12 weeks

**Contract:** Fixed Term; performances are 6 days per week, evening and weekend work will be required. Exact scheduling to be confirmed.

**Start date:** September 2021

**Location:** Piccadilly Theatre, London

**Personal Attributes:** 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 the role you are applying for, your name and where you saw the advert in the subject line by 5pm on Tuesday 6th April 2021.

Your responsibilities may include but will not be limited to:

- Under the supervision of the Stage Manager, facilitating the creative team in realising their artistic aims for the production throughout the rehearsal process, whilst assisting the Stage Manager and Production Manager to ensure the effective use of allocated staff and resources in creating and 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 scheduling of rehearsals in conjunction with the creative and stage management teams;
- Assisting with the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances, paying particular attention to the setting of props and furniture;
- Attending all rehearsals, show calls, get-ins, fit-ups and get-outs as required by the Stage Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Assisting with the maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, 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 with the management of the backstage area during performance, including management of theatre crew and assisting with scene changes to ensure these take place safely, particularly when technical elements are moving;
- 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, theatre crew cue sheets and other paperwork relevant to the show bible, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date;
- 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;
- Assisting with managing stage management petty cash, including the timely placing of any orders for goods and equipment required by stage management as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Working in accordance with the Producer'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 the Producer's employment policies and demonstrating a willingness to comply with these policies;
- Such other services as are customarily provided by the Assistant Stage Manager/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, General Managers or Executive Producer from time to time.