



### **Assistant Stage Manager Job Description**

**Job:** Assistant Stage Manager

**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:** Initially fixed term for 1 year. The position is full time and evening and weekend work will be required. Exact scheduling to be confirmed (please note there is expected to be a reduced performance schedule from July to October 2021, subject to change). Please note this contract is subject to the Producer's right to give two weeks' notice to close the Production.

**Start date:** 5<sup>th</sup> July 2021

**Location:** Phoenix 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 your name and the role you are applying for in the subject line by **5pm on Thursday 20<sup>th</sup> May 2021**.

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

- assisting the Stage Manager, Company Manager and Production Manager to ensure the effective use of allocated staff and 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 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;
- 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;
- learning the book and cueing of the performance to provide safe and consistent cover;
- providing cover for the Production's automation plot;
- 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 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 Producers from time to time.