Deputy Stage Manager (Dep)

Job Description
Job: Deputy Stage Manager (Dep Friday – Sunday working hours)
Responsible to: Stage Manager
Salary: Above SOLT/Equity minima https://www.equity.org.uk/

Contract: The position is on a casual basis; shifts are not guaranteed. We are primarily looking for people with availability Friday – Sunday. Evening and weekend work will be required. Performance schedule will be Friday & Saturday evening performances (at 7.30pm) and 2.30pm matinees on Saturday and Sunday.

Start date: ASAP
Location: Apollo Victoria Theatre, London

Essential: Previous experience of being 'on the book' on musicals or large-scale productions and strong score reading skills.
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 with your name and the role you are applying for in the subject line by **10am on Friday 27th October 2023**. Please include 'Wicked DSM Dep Recruitment' in the title of your email.

Your responsibilities as the Deputy Stage Manager for the Production will include all the services usually required of the Deputy Stage Manager for a first-class production of the scale of the Production, which you agree to carry out to the highest professional standard. For the avoidance of doubt, your responsibilities 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 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;
- having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- assisting with the scheduling of rehearsals in conjunction with the creative and stage management teams;

- compiling and keeping up to date the prompt copy, to include blocking, any script changes, all technical cues and any other relevant information, and calling the show from the book during performance;
- teaching the book to any book cover/s;
- attending rehearsals and show calls, 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 as requested by the Stage Manager;
- 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 Stage Manager in their absence, if requested;
- 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 polices; 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 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.