



## **NEXT TO NORMAL – Assistant Stage Manager Job Description**

**Job:** Assistant Stage Manager

**Salary:** Above Equity/ SOLT minima

**Probationary Period:** 6 weeks

**Contract:** Fixed Term through to Saturday 21<sup>st</sup> September 2024; performances are 6 days per week, evening and weekend work will be required.

**Start date:** on or about w/c 27<sup>th</sup> May 2024

**Location:** Wyndham's Theatre, London

**Preferred:** Minimum 3 years' experience as Assistant Stage Manager on a large-scale West End musical or equivalent experience.

**Personal attributes:** High level of self-awareness, empathy, integrity and confidentiality, detail oriented, strong communication and organization 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.

### **KEY RESPONSIBILITIES**

Responsibilities for the Assistant Stage Manager for the Production will include all the services usually required of the Assistant Stage Manager for a first-class production of the scale of the Production, carried out to the highest professional standard.

Your responsibilities may include but will not be limited to:

- i. under the supervision of the Company 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;
- ii. maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production;
- iii. 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;
- iv. assisting with the scheduling of rehearsals in conjunction with the creative and stage management teams;
- v. 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;

- vi. 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;
- vii. 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;
- viii. having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any;
- ix. assisting with the sourcing of props if required;
- x. 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;
- xi. assisting the Company 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;
- xii. 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;
- xiii. 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;
- xiv. 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;
- xv. maintaining good relationships with hirers and suppliers;
- xvi. working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- xvii. having an awareness and understanding of the Producer's employment policies;
- xviii. and any other duties as may be reasonably required in the course of your duties or as instructed by the Producer from time to time.

**To apply:** please send a CV and a short covering letter 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 **midday** on **Monday 26<sup>th</sup> February 2024**. Please note all applicants must have the right to work in the UK.

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