



COME FALL IN LOVE – The DDLJ Musical – Stage Manager Job Description

Job: Stage Manager

Responsible for: Deputy Stage Manager, Assistant Stage Managers

Salary: Above UKT / Equity minimum

Probationary Period: 4 weeks

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

Contract Dates: Circa 14th April 2025 – 22nd June 2025 (dates subject to change)

Location: Rehearsals in London with the performance venue being Manchester Opera House, Manchester

Preferred: Minimum 3 years' experience as 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 organisation 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 Stage Manager for the Production will include all the services usually required of the Stage Manager for a first-class production of the scale of the Production, carried out to the highest professional standard.

The whole company will be expected to work as a team and occasionally offer support to other departments. You may be asked to cover other departments' show plots in an emergency.

For the avoidance of doubt, responsibilities may include but will not be limited to:

- Facilitating the creative team in realising their artistic aims for the Production throughout the rehearsal process, whilst working with the Company 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, and overseeing all technical departments and resident theatre staff in doing the same;
- Managing your department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the Producer's employment policies;
- Working in accordance with the Producer's Health and Safety policy, which may include working at height, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Taking lead responsibility for ensuring that all the statutory health and safety training required for yourself and your department team members is up to date, personally attending any such training required for your position, ensuring departmental staff do the same and maintaining up to date departmental training records;
- Managing any departmental staff absences and ensuring an adequate level of show cover at all times;



- Liaising with the Company Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- Scheduling rehearsals in conjunction with the creative team and stage management;
- Overseeing 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;
- Attending all rehearsals, show calls, maintenance calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Observing scene changes to ensure these take place safely, particularly when technical elements are moving;
- Communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- Taking responsibility for 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;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide absence cover for other members of your department as required, in addition to ensuring that your staff are trained to cover other plots/tracks as required;
- Compiling and distributing show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, nightly figures, accident reports, HSE reports, up to date stage management cue sheets and all other show paperwork relevant to the show bible;
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer;
- Maintaining good relationships with hirers and suppliers;
- Liaising with any third party as the Producer may reasonably require for the purposes of publicising or promoting the Production;
- Such other services as are customarily provided by the Stage Manager in relation to the production of a first-class musical;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Company Manager, Production Manager, General Managers or the Producers 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 with the role you are applying for, your name and where you saw the advert in the subject line by **10am on Monday 13th January 2025.**

Interviews are likely to take place in the week commencing 20th January 2025. 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.