



## **MJ THE MUSICAL – Rehearsal Assistant Stage Manager Job Description**

**Job:** Rehearsal Assistant Stage Manager

**Salary:** Equity/ SOLT minima

**Probationary Period:** 2 weeks

**Dates:** March 2025 to April 2025

**Contract:** 6 weeks Fixed Term

**Days/Hours:** Anticipated to be Monday to Saturday, 9am – 6:45pm. There will also be a maximum of three evening rehearsals per week, until approx. 9:30pm.

**Location:** Jerwood Space / Prince Edward Theatre, London

**Preferred:** Prior experience supporting a rehearsal process for a play or musical as an Assistant Stage Manager.

**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. Comfortable in a fast paced, busy environment.

### **KEY RESPONSIBILITIES**

Responsibilities for the Rehearsal Assistant Stage Manager for the Production will include all the services usually required of the Rehearsal 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:

- 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 management team to ensure the effective use of allocated resources in creating and running the show;
- assisting with the smooth running of the rehearsal room and technical rehearsals on stage ensuring that everything is prepared on a daily basis for these, paying particular attention to the setting of props and furniture;
- working with the stage management team, other technical departments, the acting company, and resident creative team members to ensure the efficient flow of information as necessary for the smooth running of the rehearsals;
- assisting with the scheduling of rehearsals in conjunction with the creative and stage management teams;
- attending all rehearsals, show calls, get-ins, fit-ups and get-outs as required by the Stage Manager;
- assisting with the maintenance of all props and set, in conjunction with the relevant creative team members, and stage management team, including checks prior to each rehearsal;
- assisting with the sourcing of props if required;

- assisting with the management of the backstage area during rehearsal, including 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 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;
- 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;
- having an awareness and understanding of the Producer's employment policies;

and any other duties as may be reasonably required in the course of your duties or as instructed by the Stage Manager, Company Manager or General Manager 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 **5pm on Monday 24<sup>th</sup> February 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.**