



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

Job: Assistant Stage Manager

Salary: Above Equity/UKT minima

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 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 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 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.

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.

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 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;
- 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, ensuring that everything is prepared on a daily basis for these and for performances, paying particular attention to the setting of props and furniture;
- 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;
- 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;



- 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 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;
- 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, theatre crew 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 absence cover for other members of your department as required;
- 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;
- 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;
- Such other services as are customarily provided by the Assistant 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, Stage Manager, Production Manager, General Managers and 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 31st March.**

Interviews will take place on a rolling basis. 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.