



Pride – Assistant Stage Manager Job Description

Job title: Assistant Stage Manager

Reports to: Stage Manager

Salary: above SOLT/Equity minimum

Probationary Period: 12 weeks

Contract: Initially fixed term, thereafter open-ended for the life of the production. Performances are 6 days per week, evening and weekend work will be required

Terms and conditions: As per the SOLT/Equity agreement

Start date: October 2026

Location: Bridge Theatre, London

Performance schedule: Monday to Saturday evening performances (at 7:30pm) and 2:30pm matinees on Thursday and Saturday.

Preferred experience: Significant professional experience in an equivalent role on a large-scale commercial musical.

Personal attributes: 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.

KEY RESPONSIBILITIES

Key responsibilities include:

PRODUCTION & TECHNICAL

- 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 Company Management, 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, Company Management, 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 holiday or absence cover for other members of your department as required;
- maintaining good relationships with hirers and suppliers;
- providing services as are customarily provided by the Assistant Stage Manager in relation to the production of a first-class musical;

MANAGEMENT & HR

- 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 in the training of any new staff within the department;
- having an awareness and understanding of the Producer's employment policies;

HEALTH & SAFETY

- 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;

FINANCE

- 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;

And other duties as may be reasonably required in the course of your duties or as instructed by the Director, Choreographer, Company Stage Manager, General Managers and Producers from time to time.

This job description provides an overview of the role at the time it was prepared. It is not intended to be an exhaustive list of duties and may be reviewed and amended to reflect the evolving needs of the production.

To apply: please send a CV and a short covering letter outlining your suitability for the role to joinus@playfuluk.com with the name of show and role you are applying for, your name and where you saw the advert in the subject line.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' Last name' – CV/Cover Letter".

Please note that applications will be reviewed, and interviews arranged on a rolling basis, we reserve the right to not accept further applicants once a suitable candidate is found.

Please note all applicants must have the right to work in the UK.

Playful is committed to building an inclusive workforce that reflects the diversity of the communities we serve. We welcome applications from people of all backgrounds and are committed to creating an accessible recruitment process.