



## **Assistant Stage Manager Job Description**

**Position:** Assistant Stage Manager

**Location:** Emerald Theatre, 8 Embankment, London

**Reports to:** Stage Manager

**Salary:** Above UKT/Equity minima

**Contract:** Fixed Term; 9 performances within a 6 day working week, plus maintenance and understudy calls. 3 performances Saturday, 2 performances Sunday. No performance on Tuesday. Evening and weekend work will be required.

**Start date:** May 2025

**Personal Attributes:** A strong sense of self-awareness, integrity, confidentiality, empathy, the ability to collaborate effectively in a team or work independently, attention to detail, excellent communication and organizational skills, a flexible attitude towards working unsociable hours, a positive mindset, and a good sense of humour.

### **Duties and Responsibilities include:**

- Under the supervision of your Head of Department, ensure all aspects of the Creative Team's original specification and requirements of the show are facilitated for rehearsals and maintained for performances, press/marketing photography and press/marketing performances.
- Working alongside your team, facilitate 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.
- Assisting with the management of the backstage area during performances, including management of the theatre crew and assisting with scene changes to ensure these take place safely, especially when technical elements are moving.
- Complying with the Manager's Health and Safety and other policies at all times and ensuring any statutory training is up to date.
- Liaising with the Company Manager, creative team members, all company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show.
- Assisting with the preparation, operation, cleaning and maintenance of all equipment required by your department, props and set, including checks prior to each performance and prop sourcing if necessary, in conjunction with the

creative team and other departments, and an awareness of cast holidays, understudy and swing performances, if any.

- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide cover for other members of your department as required, including learning the book as required.
- Working with your team, compiling, distributing and keeping updated cue sheets, rehearsal reports, show reports, and other relevant show paperwork to such a level as to ensure clear communication and an accurate reference to allow the Production to be remounted at a later date.
- Deputising for the Deputy Stage Manager in their absence, if requested.
- Such other services as are customarily provided by the Assistant Stage Manager in relation to the production of a first-class production.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Creative Team, Stage Manager, Company Manager, Production Manager, General Managers or Producers from time to time.

**To apply:** please send a CV and a short covering letter to Emily Connor (no more than one page) outlining your suitability for the role to [emily@mpsilttd.com](mailto:emily@mpsilttd.com) with the role you are applying for and your name in the subject line by:

**5pm on Tuesday 11<sup>th</sup> March 2025.**

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

*We are committed to a workplace culture that embraces equality, diversity, and inclusion across all departments and particularly welcome and encourage applications from those currently underrepresented in our workforce.*