



Stage Manager Job Description

Position: Stage Manager

Location: Emerald Theatre, 8 Embankment, London

Responsible for: Deputy Stage Manager, Assistant Stage Managers

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

Preferred: Minimum 3 years' experience as Stage Manager on a large scale 1st class production.

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:

- Responsible for ensuring 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 and overseeing other departments doing the same.
- 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, during which, you will observe scene changes to ensure these take place safely, especially when technical elements are moving.
- Managing your department (including casual staff and deps if needed), including line management, scheduling, recruitment, recording of hours and training.
- Managing departmental staff holidays and ensuring an adequate level of show cover at all times.
- 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.

- Complying with the Manager's Health and Safety and other policies at all times and insuring departmental staff do the same, including taking a lead in ensuring any necessary statutory training for the department 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.
- Taking responsibility for the preparation, operation, cleaning and maintenance of all equipment required by your department, props and set, including checks prior to each performance, 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, in addition to ensuring that your staff are trained to cover other plots/tracks as required.
- 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.
- Managing petty cash for your department and the timely placing of any orders for goods and equipment as approved by the Producer.
- Deputising for the Company Manager in their absence, if required.
- Such other services as are customarily provided by the 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, 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@mpsilt.com with the role you are applying for and your name in the subject line by:

5pm on Tuesday 11th 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.