



Job Description

ASSISTANT COMPANY STAGE MANAGER

Reports to Company Stage Manager, General Manager, Production Manager and Producers

Show

The world-renowned, Olivier nominated, immersive, smash hit, will once again open at its new home, LABYRINTH Waterloo. With even more twists and turns for 2022, *Alice's Adventures Underground* is a fusion of storytelling, music, circus, puppetry and spectacle.

LABYRINTH Waterloo will also be home to the children's show which will feature the same innovative, immersive style as *Alice's Adventures Underground* but aimed at a family audience.

Purpose of Job

The Assistant Company Stage Manager will be responsible for assisting in the day to day running of *Alice's Adventures Underground* throughout rehearsals and performances. They will work closely with the Company Stage Manager, Directors, other Heads of Department, Production Manager, General Manager and Producers to help to run the stage management department, run show plots, schedule/run rehearsals, and plan/supervise maintenance calls. They will ensure the coordination and care of the company and be a crucial point of liaison between teams on the project.

Duties and responsibilities include, but not limited to:

- To perform the Stage Manager plots, including the supervision and management of the Stage Management team alongside the Company Stage Manager.
- To assist the Company Stage Manager to manage the day to day running of the production.
- To ensure relevant information is effectively communicated to the acting company, creative team and technical departments,
- Work collaboratively with all other departments, including the technical team, to ensure the smooth running of the show.
- To work closely with the DSM to schedule and coordinate rehearsals and to ensure the weekly schedule and calls are sent out promptly and accurately.
- To look after the welfare and safety of the company and staff.
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times.
- To liaise with the Production Manager, General Manager and Producers and ensure a smooth flow of information.
- Recognise where maintenance work needs to be carried out/replacements are required to ensure no show delays.
- Oversee the working patterns of staff and cast members in line with appropriate union agreements.
- To keep company timesheets and submit payroll information.
- To keep and account for petty cash.
- To keep show cue sheets and paperwork up to date.
- Schedule and attend rehearsal, technical, dress and understudy rehearsals as required.
- Ensure that work materials and all stage management equipment and areas are kept in a tidy and secured manner.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Comply with the Manager's Health and Safety policies and other policies at all times.
- Maintaining and sourcing props, carrying out any repairs or emergencies as required for the production.
- Administrative tasks associated with running a department.

Person Specification

The post-holder must have the following:

- Experience as a Stage Manager or Company Stage Manager.
- Experience of large scale theatrical productions
- Experience with complex scheduling
- Working knowledge of union agreements.
- Experience of quick turnarounds between performances.
- General theatrical lighting and sound experience
- Problem solving ability
- The ability to maintain a calm and positive attitude.
- Excellent communication and people skills.
- A proactive approach to work.

Desirable

- Experience with immersive or site specific theatre
- Able to demonstrate tact, diplomacy and discretion.
- Able to demonstrate administrative efficiency.
- First aid trained.

Smoking Policy Please note that the usual place of work, Labyrinth, is a no-smoking building.

Alcohol Policy All staff are expected to remain alcohol free during working hours and take personal responsibility for presenting themselves in a fit state for work i.e. alcohol free.



Outline of Terms and Conditions

TITLE OF POST: Assistant Company Stage Manager

START DATE: 23 January 2023

PROBATIONARY PERIOD: Three Months

CONTRACT LENGTH Ending Autumn 2023

Application Procedure

To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to jobs@mrluk.com by **5pm 19th October** (quoting ACSM in the subject line).

We are committed to embracing diversity and inclusion across all departments, flexible working practices will be considered.