



Job Description

ASSISTANT 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 will be aimed at a family audience.

Purpose of Job

The Assistant Stage Manager will support the Stage Manager and the department in carrying out maintenance calls, rehearsals, and show plots, including calling the show from the book and maintaining the props for the productions. .

Duties and responsibilities include, but not limited to:

- To perform the Assistant Stage Manager plots, overseeing performance and rehearsals and looking after elements of running the show to ensure its smooth and safe delivery (And alternate other department plots as required)
- Maintain a dialogue between the company and SM team
- Work collaboratively with all other departments, including the technical team, to ensure the smooth running of the show.
- To work closely with the SM and DSMs to feed back on basic operational matters and procedures.
- Prepare and reset props and space requirements for shows and rehearsals.
- Recognise where maintenance work needs to be carried out/replacements are required and ensure they are reported to ensure no show delays.
- Maintaining and sourcing props, carrying out any repairs or emergencies as required for the production.
- 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.
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times.
- Administrative tasks associated with the SM department.

Person Specification

The post-holder must have the following:

- Experience as an Assistant Stage Manager
- Experience of large scale theatrical productions
- Experience of quick turnarounds between performances.
- General theatrical lighting and sound experience
- Problem solving ability
- Strong organisational and time management skills
- 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
- Experience book covering
- Experience with puppet maintenance
- Able to demonstrate tact, diplomacy and discretion.
- Able to demonstrate administrative efficiency.

Smoking Policy Please note that the usual place of work, Labyrinth Waterloo, 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 Stage Manager

START DATE: 23rd January 2023

PROBATIONARY PERIOD: 3 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 ASM in the subject line).

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