

ASSISTANT STAGE MANAGER

We are looking for an Assistant Stage Manager (ideally with book cover experience) for this year's pantomime, Cinderella. If you would like to apply, please send your CV including details of 2 referees to keith.tunstill@everymantheatre.org.uk We are not setting a deadline for this post but will close applications once a suitable candidate has been found.

CINDERELLA

Co-Director/Writer: Samuel Holmes

Co-Director/Choreographer: Nick Winston

Timeline

First day of rehearsals in Cheltenham - Monday 9th November 2026

First public performance - Friday 27th November 2026

Final performance - Sunday 10th January 2027

Key Responsibilities

- Be a proactive member of the stage management team supporting the CSM, DSM, creative team, cast and the wider Everyman team throughout rehearsals and performance.
- Assist the Stage Management team with rehearsal requirements including script copies, stage mark up, setting up, rehearsal prop and furniture requests.
- Support the DSM with running the rehearsal room.
- Take responsibility for sourcing props and furniture during the rehearsal period and keep the CSM updated with spending.
- Maintaining props and furniture throughout the production run and reporting any issues.
- Attend production meetings and take minutes where necessary.
- Assist the Stage Management team with accurately documenting production information, including: note taking, creating and maintaining own running list and accurate setting list for props, furniture and relevant scenic elements.
- Work closely with production and technical teams to ensure they have accurate show related information.
- Support smooth and safe running of the performance.
- Set props and furniture for every show.
- Assist with on-stage and off-stage scene changes where necessary.
- Learn to call the show and provide book cover for the Deputy Stage Manager when needed.

- Assist with prop and furniture pack at the end of the production run.
- Other duties as required by the Company Stage Manager, Production Manager & Technical Manager.

Person Specification

Essential:

- Demonstrable professional experience.
- Experience of sourcing props and working to a budget.
- Knowledge and experience of creating production paperwork.
- Experience of working with professional creative teams and casts.
- Ability to cover for the Deputy Stage Manager where necessary including previous experience of calling a show.
- Discretion and sensitivity when dealing with confidential information.
- Ability to work under pressure.
- Attention to detail.
- Proactive and flexible attitude, ability to effectively prioritise.
- Excellent communication skills, both verbal and written.
- An understanding of Health and Safety in live performance.

Desirable:

- Some prop making skills

Terms & Conditions

Period of Work:

Fixed term UK Theatre/Equity Subsidised Managers Contract running from Monday 9th November 2026 to Sunday 10th January 2027

Payment:

This is a UK Theatre/Equity Subsidised Contract for MRSL Grade 3 Theatre. The 26/27 rates for this contract have not yet been confirmed so we have listed the payments below based on the previous year's rates +2.5%, and will add any increase due when this year's rates and contract amendments are confirmed:

- A buyout of £904.91 per week for the 9 week period, which includes overtime, performances over 8, Sundays, Bank Holidays, more than 6 consecutive days and compensatory rest.
- Holiday pay is calculated on top of earnings and is paid at the end of the contract.
- Subsistence allowance/travel as per UK Theatre/Equity Subsidised Managers Contract.
- Please note there will be a separate agreement outside of the Equity contract and an additional one-off fee of £373.22 + holiday pay for the days on which there are 3 performances and the 13-show weeks; this is calculated using Equity over time and extra show rates.