

COMPANY STAGE MANAGER

The Everyman Theatre are looking for an experienced CSM to head up the team for this year's pantomime, *Cinderella*. The role will include all usual CSM responsibilities. 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

REHEARSAL AND PERFORMANCE:

- Oversee the delivery of stage management services for the production, including the daily setting up and smooth running of rehearsals and performances.
- Take responsibility for the management of the rehearsal spaces and ensure that they are well-prepared and safe environments.
- Oversee the effective and efficient organisation of Company calls under the relevant union agreement.
- Ensure production requirements are met in a timely fashion and all departments are kept informed of what is required.
- Liaise with the Marketing Department to organise publicity and press calls.
- Liaise with the Wardrobe Department to organise wardrobe calls and fittings.
- Run the technical and dress rehearsals and ensure that the schedules are kept on track.
- Be present for all technical and dress rehearsals and previews and press night as required.
- Oversee maintenance of the production (i.e. any repairs or maintenance to props, furniture or set dressing) when required.

- Manage the well-being, morale and professional behaviour of the company in general, alongside and in support of the Director/Resident Director

CONTRACTS & ACCOUNTING:

- Ensure the implementation of employment terms for all actors and stage management staff in accordance with the relevant union agreement.
- Maintain order and discipline within the acting company and stage management in accordance with the relevant union agreements.
- Manage petty cash, credit card transactions, purchase orders, and all other financial transactions within the Stage Management Department.
- Take responsibility for managing agreed budgets under your control for productions and maintenance.
- Track hours worked and produce timesheets for Stage Management and Cast.
- Monitor and control overtime as required.
- Deal with any contractual or union matters which may arise, in conjunction with Everyman Management.

HEALTH AND SAFETY:

- Together with the Production Manager, manage a well-organised, clean, efficient and safe working environment in those areas used by stage management and company members.
- Take responsibility for Company members and staff under CSM line management during fire evacuations.

GENERAL RESPONSIBILITIES:

- Line manage the Stage Management team (incorporating 1 x DSM and 1 x ASM).
- Be prepared to have a small track/plot on shows, and to cover the DSM or ASM track in emergencies.
- Liaise with other departments to ensure good communication and the smooth running of the Stage Management Department.
- Contribute to scheduling meetings as required.
- Undertake any other duties as reasonably required.

Person Specification:

- Demonstrable relevant professional experience to match responsibilities.
- 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 rehearsals and live performance.

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, we have listed the payments below based on the previous year's rates +2.5%, we will add any increase due when this year's rates and contract amendments are confirmed:

- A buyout of £958.55 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.