

Assistant Stage Manager

Salary: £505 per week

Contract type: Fixed-term

Applications:

Closing date: 5pm, Monday 8 January

We are recruiting an Assistant Stage Manager for an exciting new production at Soho Theatre rehearsing March/April and playing April/May.

We are seeking a stage manager with excellent ASM skills to join the project, starting on 11 Mar 2024.

Our key dates are:

Rehearsals: 11 Mar – 5 Apr

Get-in: Sun 7 Apr

Tech: Mon 8 Apr – Thu 11 Apr

Previews: Thu 11 Apr – Tue 16 Apr

Press in from: Wed 17 Apr

Guest Night: Thu 18 Apr

Final performance: Sat 18 May

The Assistant Stage Manager will be expected:

- to attend all rehearsals;
- assist in setting up and tidying the rehearsal space;
- support the CSM in completing timesheets;
- support the DSM in writing up rehearsal notes;
- support the DSM in creating the production “bible”;
- source props for the production
- assist the costume supervisor in sourcing costumes where necessary
- set props / costumes during the production;
- undertake laundry duties where necessary
- undertake backstage stage management work during the production
- support in the get in and get out of the production during the contracted period.

PERSON SPECIFICATION

Qualities

- Strong organisation skills
- Able to work with commitment and dedication to find solutions to problems
- Excellent communicator
- An eye for detail
- Able to remain calm under pressure

Skills

- Strong decision-making and negotiation skills
- Able to lead a team and work collaboratively
- IT skills (Soho uses MS office)
- Awareness of Health and Safety implications relevant to the role
- First aid qualification (desirable)

Experience

- Experience in stage management in a theatre
- Experience working with and supporting creative teams
- Experience working in technical rehearsals

To apply, please send a CV and short cover letter and complete an online equal opportunities monitoring form: [click here](#)

We will shortlist for the position based on how you respond to the job description.

Submitting an application:

We prefer applications to be sent by email. Please send your CV and cover letter to jobs@sohotheatre.com with ASM in the subject line.

If you would like to submit your application in another format, or you have any queries about this role, please contact HR on 020 7478 0105 or email jobs@sohotheatre.com to discuss alternatives.

The deadline for submitting your application is 5pm, Mon 08 Jan 2024.

We will contact every candidate, whether they have been shortlisted for interview or not.

Attachments



Job Description

152.5kb, DOCX

Box office:

020 7478 0100

Email:

tickets@sohotheatre.com

Soho Theatre Dean Street

21 Dean Street, London W1D
3NE

Coming soon

Soho Theatre Walthamstow

186 Hoe Street, London E17
4QH

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Soho Theatre



Soho Theatre India



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