

BILLY ELLIOT THE MUSICAL - UK & IRELAND TOUR

DEPUTY STAGE MANAGER Job Description

Reports to Stage Manager

The Show

Set in a northern town during the Miners' Strike of 1984/5, *Billy Elliot the Musical* follows Billy's journey from the boxing ring to the ballet class, where he discovers a passion for dance that will change his life forever. Brought to life by the award-winning creative team behind the film, with iconic music by Elton John, *Billy Elliot the Musical* is one of the most successful and beloved British musicals of all time. Ten years after it last played to audiences, this landmark production returns to tour the UK including a limited West End run.

Purpose of Job

The Deputy Stage Manager will work closely with the Stage Manager and theatre staff at the touring venues to ensure the smooth running of the production. The role is responsible for calling the show from score, running show plots, scheduling and running rehearsals and planning and supervising maintenance calls. This role deputises for the Stage Manager to cover periods of absence as and when required. Experience of large-scale musicals, the running of busy plots, and show calling is required.

Duties and Responsibilities Include

- Calling each performance from score, noting and reporting any issues and inconsistencies in the performance;
- Deputising for the Stage Manager where necessary, performing stage management plots including the supervision and management of the stage management team;
- Learning and performing all Stage Management plots as directed by the Stage Manager, including the supervision of show crew and/or deps as required;
- Maintaining the artistic standard of the production;
- Ensuring that rehearsals run smoothly and that the creative team and acting company are suitably supported, producing rehearsal notes and documenting changes to blocking, entrances and exits, cues, and costume changes where required;
- Managing, maintaining and tracking actor onstage and backstage plots;
- Ensuring relevant information is effectively communicated to the creative team, acting company, technical departments and touring venue teams;
- Working collaboratively with all other departments to ensure the smooth running of the show;
- Recognising where maintenance work needs to be carried out/replacements are required and bringing this to the attention of the Stage Manager so this may be scheduled to ensure no show delays;
- Keeping show cue sheets and paperwork up to date;
- Being present for all rehearsals, show calls, publicity calls on stage, get-ins, fit-ups and get-outs as required;
- Keeping aware of any understudy and swing performances allowing any adjustments to be made as required;
- Ensuring that work materials and all stage management equipment and areas are kept in a tidy and secured manner;

- Ensuring that security, safety and good housekeeping procedures for the department are properly carried out;
- Complying with the Manager's Health and Safety, risk assessment and other policies at all times using appropriate safety equipment and clothing at all times;
- Assisting with administrative tasks as needed, with the Stage Manager;
- Teaching the book to the Assistant Stage Managers and any covers as required; and

any other duties as may be reasonably required or as instructed by the creative team, Company Manager Stage Manager and General Manager from time to time.

Person Specification

The post-holder must have the following:

- Experience of large-scale musicals, the running of busy plots and show calling
- The ability to adapt work in accordance with performance requirements
- The ability to work as part of a large team
- The ability to maintain a calm and positive attitude in a busy, large-scale musical
- A good level of attention to detail, whilst maintaining awareness of the bigger picture
- Excellent communication skills
- A proactive approach to work

Desirable

- Experience of deputising for a Stage Manager

Outline of Terms and Conditions

TITLE OF POST:	Deputy Stage Manager	
START DATE:	June 2026 – <i>Exact Date TBC</i>	
CONTRACT:	Fixed Term to Sunday 30 th April 2028	
KEY DATES:	Billy rehearsals commence	w/c 8 th June 2026
	Full Company rehearsals	w/c 31 st August 2026
	Tech rehearsals	w/c 12 th October 2026
	Previews	w/c 2 nd November 2026
	Press Night	w/c 9 th November 2026
SHOW SCHEDULE:	8 performances Monday-Saturday Ad hoc rehearsal and press/marketing calls.	
PAY:	Competitive and in line with industry standard	
PROBATIONARY PERIOD:	3 months	

Please note this role is subject to the completion of a clear Basic DBS screening.

This contract is in line with the UK Theatre/Equity Agreement.

The Deputy Stage Manager is expected to comply with the Manager's policies as shared at contracting stage. Policies include: Social Media, Anti-Harassment & Bullying, Alcohol, Smoking & Other Substances, Health, Safety & Well-Being, Children and Young People Safeguarding and all other policies outlined in the accompanying Staff Handbook.

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 recruitment@shortstreet.co.uk by **10am on 28th May 2026**. Please note all applicants must have the right to work in the UK.

SUBJECT LINE: *[Billy Elliot The Musical], [Role], [Your Name]*

CV: *[Your Name] – CV*

We are committed to embracing diversity and inclusion across all departments and recognise that relevant skills and experience may come from a non-theatre work setting or home context. Flexible working practices will be considered.