

BILLY ELLIOT THE MUSICAL - UK & IRELAND TOUR

STAGE MANAGER Job Description

Reports to Company Manager, Production Manager and General 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 Stage Manager will head-up the stage management department, run show plots, help maintain the original creative vision of the production in association with the resident team, schedule/run rehearsals, plan/supervise maintenance calls, assist to facilitate publicity calls and photo calls on stage and work closely with theatre staff at the touring venues to ensure the smooth running of the production. They will support the Company Manager in the daily operation of the show and may be required to cover any periods of absence.

Duties and Responsibilities Include

- Managing the Stage Management department including recruitment, supervision and line management of the team (DSM & 4 x ASMs) and/or depts as required, scheduling and recording of hours;
- Being familiar with all plots within the Stage Management department to provide cover as required, as well as ensuring that the department is trained to cover all plots;
- Observing scene changes to ensure the safety of all individuals working backstage;
- Ensuring relevant information is effectively communicated to Company Management, the creative team, acting company, technical departments and touring venue teams;
- Liaising with the Company Manager/creative team regarding daily cast changes and preparing the relevant departmental adjustments accordingly;
- Maintaining the artistic standard of the production;
- Following the Manager's Health and Safety policy, using appropriate safety equipment and clothing and ensuring all the Stage Management department comply;
- Ensuring all statutory health and safety training requirements for the department are fulfilled;
- Weekly scheduling of the company and technical departments, ensuring all rehearsals and show calls are staffed and posted appropriately;
- Recognising where maintenance work needs to be carried out/replacements are required to ensure no show delays;
- Scheduling and overseeing staging rehearsals, technical, dress and understudy rehearsals, and any relevant publicity events, photoshoots or educational workshops taking place on stage as required in coordination the creative team and with the touring venue staff;
- Being present for all rehearsals, show calls, get-ins, fit-ups and get-outs as required;

- Working in collaboration with the Company Manager and creative team to ensure all departments are aware of any understudy and swing performances allowing any adjustments to be made as required;
- Circulating rehearsal and show reports and keeping show cue sheets and other paperwork up to date including but not limited to the show bible, rehearsal calls and accident reports;
- Liaising with the Production Manager about the specific requirements of the production in each touring venue;
- Attending meetings with the creative team, Production Manager, Company Manager and General Manager as required;
- Ensuring that security, safety and good housekeeping procedures for the department are properly carried out including overseeing that work materials and equipment are kept in a tidy and secured manner;
- Maintaining and sourcing props, carrying out any repairs or emergencies as required for the production;
- Administrative tasks associated with running a department;
- Managing and reconciling petty cash for the department and the timely placing of any orders as approved by the Company/General Manager; and

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

Person Specification

The post-holder must have the following:

- Experience of large-scale musicals and the running of busy plots
- 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 busy, large-scale touring venues
- Excellent communication and people skills
- Experience of people management
- An awareness of the need for integrity and confidentiality
- A proactive approach to work

Outline of Terms and Conditions

TITLE OF POST:	Stage Manager	
START DATE:	As soon as possible	
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 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 Thursday 28th May. 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.