

BILLY ELLIOT THE MUSICAL - UK & IRELAND TOUR ASSISTANT 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 Assistant Stage Manager will support the Stage Manager and the department in carrying out maintenance calls, rehearsals, and show plots, including calling the show from score, and work closely with theatre staff at the touring venues to ensure the smooth running of the production. Experience of large-scale musicals, the running of busy plots, and show calling is required.

Duties and Responsibilities Include

- Learning and performing all Stage Management plots as directed by the Stage Manager, including the supervision of show crew and/or deps as required;
- Calling the show as a book cover when required by the Stage Manager;
- Working collaboratively with all other departments, including the touring venues' technical team, to ensure the smooth running of the show;
- 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;
- Recognising where maintenance work needs to be carried out/replacements are required and bring 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;
- Maintaining and sourcing props, carrying out any repairs or emergencies as required for the production;
- Assisting with administrative tasks as needed, with the Stage Manager; 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

Outline of Terms and Conditions

TITLE OF POST:	Assistant Stage Manager	
START DATE:	August 2026	
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	

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

The Assistant 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 Friday 10th July 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.