



THE STANDARD OF LIVING – WEST END

DEPUTY STAGE MANAGER – Job Description

Reports to Company Stage Manager

The Show

A brand new world-premiere play from the Olivier Award-winning playwright, **James Graham** (Punch, Dear England, Labour of Love) explodes into the West End for a strictly limited 12-week season.

Directed by multi award-winner **Nicholas Hytner** (The History Boys, One Man, Two Guvnors, Giant) and starring Olivier Award winner **Rory Kinnear** (Skyfall, The Diplomat) and Royal Ballet principal **Natalia Osipova** in her West End debut, this blazing new play tells the astonishing story of rebel economist and member of the Bloomsbury Group, **John Maynard Keynes**.

Purpose of Job

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

Duties and responsibilities include, but not limited to:

- Calling each performance, noting and reporting any issues and inconsistencies in the performance;
- Deputising for the Company 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 Company 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, and technical departments;
- 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 Company 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, 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 Stage Manager and General Manager from time to time.

Person Specification

The post-holder must have the following:

- Experience of running 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 production
- 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/Company Stage Manager

Outline of Terms and Conditions

TITLE OF POST:	Deputy Stage Manager
START DATE:	August 2026
CONTRACT:	Fixed term to December 2026
KEY DATES:	Rehearsals commence: w/c 17 August 2026 Load in/Technical Rehearsals commence: w/c 7 September 2026 First Performance: w/c 14 or 21 September 2026 Opening Night: TBC (w/c 28 September 2026) Final performance: 12 December 2026
SHOW SCHEDULE:	8 performances Monday-Saturday Ad hoc rehearsal and press/marketing calls
PAY:	Competitive and in line with industry standard
PROBATIONARY PERIOD:	6 weeks

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 **Tuesday 4th August at 5pm.**

SUBJECT LINE: [Show Name], [Role], [Your Name]

CV: [Your Name] – CV

Please note all applicants must have the right to work in the UK.

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.