



THE GUILTY – WEST END

ASSISTANT STAGE MANAGER (BOOK COVER) – Job Description

Reports to Company Stage Manager

The Show

Following a sold-out run at the Donmar, **The Guilty** starring **Russell Tovey** (The History Boys, Angels in America) transfers to the West End. Directed by **Felix Barrett** (Artistic Director of Punchdrunk) and written by award-winning writer **Chloë Moss**, *The Guilty* is a visceral and “**thrilling shot of theatrical adrenaline**” (The Standard).

Yes, I can help you. That’s what I’m here for.

Russell Tovey is troubled police officer Joe, stuck on desk duties, who takes a desperate 999 call from Emily. As he scrambles to decode fragmented clues from a woman in danger, a heart-stopping thriller unfolds. In a night filled with unsettling twists, Joe has a mounting sense that nothing is quite as it seems.

Purpose of Job

The Assistant Stage Manager will support the Company Stage Manager and the department in carrying out maintenance calls, rehearsals, and show plots, including calling the show from score. Experience of large-scale musicals, the running of busy plots, and show calling is required.

Duties and responsibilities include, but not limited to:

- To perform the Assistant Stage Manager plots, overseeing performance and rehearsals and looking after elements of running the show to ensure its smooth and safe delivery
- To ensure the rehearsal periods run smoothly and that cast and creatives are suitably supported
- To ensure relevant information is effectively communicated to the acting company, creative team and technical departments
- To learn and cover the book as necessary
- To deputise for the DSM and call the show
- To work closely with the CSM and DSM to feedback on basic operational matters and procedures
- To recognise where maintenance work needs to be carried out/replacements are required and ensure they are reported to ensure no show delays
- To prepare and reset props and space requirements for shows and rehearsals
- To maintain and source props, carrying out any repairs or emergencies as required for the production
- To work collaboratively with all other departments, including the technical team, to ensure the smooth running of the show
- To think on your feet to address and rectify on the spot issues
- To ensure that work materials and all stage management equipment and areas are kept in a tidy and secured manner
- To adhere and contribute towards risk assessments to ensure safety and security of staff members at all times
- To schedule and attend rehearsal, technical, dress and understudy rehearsals as required
- To set a H&S culture, ensuring near misses and accidents are effectively logged and issues rectified
- To ensure that security, safety and good housekeeping procedures for the department are properly carried out
- 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;



- Complying with, but also communicate and champion, 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 Company 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 working in live performance/theatre, book covering on a play, 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
- A good level of attention to detail, whilst maintaining awareness of the bigger picture
- Excellent communication and people skills
- A quick learner with a proactive approach to work

Outline of Terms and Conditions

TITLE OF POST:	Assistant Stage Manager (Book Cover)
START DATE:	January 2027
CONTRACT:	Fixed term to April 2027
KEY DATES:	Rehearsals commence: w/c 4 th January 2027 Load in/Technical Rehearsals commence: w/c 11 th January 2027 First Performance: w/c 18 th January 2027 TBC Opening Night: TBC (w/c 25 th January 2027) Final performance: 3 rd April 2027
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 Assistant Stage Manager (Book Cover) 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 **Friday 30th October at 10am.**

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.