

THE GUILTY– WEST END

COMPANY STAGE MANAGER – Job Description

Reports to General 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 Company Stage Manager will lead The Guilty company, run show plots, and act as communication between the company, the Producers and General Managers, help maintain the original creative vision of the production, schedule weekly calls and run the operation of the show on a daily basis.

Duties and responsibilities include, but not limited to:

- To manage the company in a key leadership role, including the supervision of the technical Heads of Departments show crew and/or deps as required;
- Work collaboratively with all other departments, including the theatre’s technical team, to ensure the smooth running of the show;
- Weekly scheduling of the Company and Tech Staff, ensuring all rehearsals and show calls are staffed and posted appropriately;
- Weekly processing of payroll and timesheets for the full company;
- To monitor company medical requirements and book appointments (e.g physio) as required;
- Schedule rehearsal, technical, dress and understudy rehearsals as required;
- Performing stage management plots including the supervision and management of the stage management team and being familiar with all plots within the Stage Management department to provide cover as required, as well as ensuring the department is trained to cover all plots;
- Recognising where maintenance work needs to be carried out/replacements are required to ensure no show delays;
- Being present for all rehearsals, show calls, get-ins, fit-ups and get-outs 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;
- Maintaining and sourcing props, carrying out any repairs or emergencies as required for the production;
- Observing scene changes to ensure the safety of all individuals working backstage;



- Comply with the Manager's Health and Safety and other policies at all times, using appropriate safety equipment and clothing and ensuring all the Stage Management department comply, ensure that work materials are kept in a tidy and secured manner and
- Administrative tasks associated with running the production on a daily basis;

Person Specification

The post-holder must have the following:

- Proven experience as Company Stage Manager within a similar sized organisation
- 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

Outline of Terms and Conditions

TITLE OF POST:	Company Stage Manager
START DATE:	January 2027
CONTRACT:	Fixed term to March 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 (possibly week earlier) 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:	4 weeks

The Company 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 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.