



Assistant Stage Manager – *Into The Woods*

JOB DESCRIPTION

Salary:	£829 per week (plus a £82.90 3-hour weekly overtime prepayment)
Dates:	13 October 2025 – 18 April 2026
Hours:	45 hour working week across 6 days a week between 08:00 and 23:30. The overtime buyout shall be paid weekly as a prepayment of the total hours of overtime over the length of the contract.
Holiday:	28 days per year (including bank holidays) pro rata
Reports to:	Company Manager, Stage Manager
Location:	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

ABOUT LONDON THEATRE COMPANY

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new venue in King's Cross, Lightroom, has recently opened.

ABOUT THE BRIDGE THEATRE

The Bridge is London Theatre Company's first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes' walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool's Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including *A German Life*, a one-woman show starring Maggie Smith, and *A Midsummer Night's Dream*, an immersive reimaging of Shakespeare's classic. *My Name is Lucy Barton*, performed by Laura Linney, opened on Broadway in January 2020 and *Straight Line Crazy* with a cast led by Ralph Fiennes, transferred to New York in the autumn of 2022. The Bridge's first musical, an award-winning immersive reimaging of *Guys & Dolls* played for 2 years, closing in January 2025.

Richard II starring Jonathan Bailey played until May 2025. A revival of our hit immersive production of *A Midsummer Night's Dream* opened shortly afterwards.

ABOUT THIS ROLE

We are looking to recruit three ASMs for the run of *Into The Woods* at the Bridge Theatre. We would be interested in hearing from candidates with a range of different skills in order to help us build a strong and varied team. In your cover letter, please highlight your skills to us; are you a Book Cover, do you have a props or technical bias, experience of performer flying or puppets? We would love to hear about you and what you would bring to the team.

DUTIES AND RESPONSIBILITIES

GENERAL

- Ensure that work materials and all stage management equipment and areas are kept in a tidy and secured manner.
- Attend all rehearsals and show calls as required by the Company Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance.
- Comply with The Bridge's Health and Safety policies and other policies at all times.
- Manage working hours, and breaks in conjunction with Stage Management Team, and keep timesheet records up to date.
- Such other services as are customarily provided by the Assistant Stage Manager in relation to the production of a first-class musical stage play.
- Any other duties as may be reasonably required in the course of your duties or as instructed by the Stage Manager, Company Manager, Production Manager, General Managers or Director of Productions from time to time.

DURING REHEARSALS AND PERFORMANCES

- Under the supervision of the Stage Manager, continue to maintain the artistic aims of the creative team, to the highest possible standard, whilst assisting the Company Manager, Stage Manager, Production Manager and Director of Productions to ensure the effective use of allocated staff and resources in running the show.
- Learn to a proficient level various plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required.
- Perform all Stage Management plots, oversee performances and rehearsals and look over elements of running the show to ensure its smooth and safe delivery (And learn & alternate other department plots as required).
- Recognise where maintenance work needs to be carried out/replacements are required and ensure they are reported to ensure no show delays.
- Facilitate and participate in Access performances, activities and events to promote the production as required.
- Have an awareness of understudy and swing performances ahead of each show and make necessary adjustments, if any.
- Assist with the maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, including checks prior to each performance.

ADMINISTRATIVE

- Assist the Stage Manager in compiling show paperwork including but not limited to up to date stage management cue sheets, theatre crew cue sheets and other paperwork relevant to the show bible, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date.
- Assist with managing stage management petty cash, including the timely placing of any orders for goods and equipment required by Stage Management as approved by the Producer.
- Assist with administrative tasks as needed, with the Stage Manager.



PERSON SPECIFICATION

ESSENTIAL

- Proven experience as an Assistant Stage Manager
- Ability to work well within a large Stage Management team.
- Strong organisational and time management skills.
- A proactive approach to work.

DESIRABLE

- Experience on a large scale Musical

HOW TO APPLY

To apply: please email recruitment@londontheatrecompany.co.uk with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](#) or via our website.

Deadline for applications: Friday 4 July 2025, 12 noon

Interviews will take place: Week commencing Monday 7 July.

We will be interviewing on a rolling basis and as such, we encourage applications as soon as you can submit them; we may choose a candidate before the deadline is reached.

For more information, including Application Form and Equal Opportunities Monitoring Form please visit www.bridgetheatre.co.uk or email recruitment@londontheatrecompany.co.uk

If you have any queries, please contact recruitment@londontheatrecompany.co.uk

We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.