

Stage Manager – *Into The Woods*

JOB DESCRIPTION

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| Salary: | £983.00 per week (plus a £98.30 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 a total of 3 hours of overtime per week over the length of the contract. |
| Holiday: | 28 days per year (including bank holidays) pro rata |
| Reports to: | Director of Productions & Company Manager |
| Responsible for: | Stage Management Team |
| 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 reimagining 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 reimagining 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 for an experienced Stage Manager to join our Stage Management team on our production of *Into The Woods*.

Experience working with a large-scale musical and with technical elements such as Automation, and performer flying a must.

DUTIES AND RESPONSIBILITIES

- To proactively lead and be responsible for the stage management team. This includes managing rotas, timesheets for the team and departmental petty cash)
- Produce accurate technical and departmental schedules, show reports and circulate accordingly.
- Perform daily set up, oversee stage management pre-sets and provide clear communication between the Deputy Stage Manager and the wider teams.
- To be responsible for Show Crew during the performance
- Running a show track with cues during performances.
- Liaise between the Company Manager, Technical departments, Resident Creative Teams, Production, General Management and venue staff to ensure the smooth running of all rehearsals and performances. This includes helping to manage cast absences and any show cuts.
- Communicate in a timely manner with the Company Manager, Production, General Management and the Resident Creative Team on any day-to-day changes that might impact the running of the production.
- Ensure an awareness of understudy and swing performances ahead of each show and make necessary adjustments.
- To ensure that the technical standards of the production are maintained, feeding back any relevant information to the necessary teams when required.
- To have a strong understanding of the technical running of the show and deal with any technical issues or emergency situations in a calm and confident manner.
- To have a good understanding of the Health and Safety of the building, in particular the evacuation procedures.
- To have a good working knowledge of show specific risk assessments to ensure a safe working environment for the company and crew.
- Alongside the Company Manager, manage cover across the Stage Management team.
- Responsible for the set up and smooth running of rehearsals, technical rehearsals and performances, ensuring creative team and company are suitably supported. This includes recast rehearsals and ongoing cover rehearsals.
- Assist with coordinating set and prop maintenance as well as maintaining the production as instructed and dictated by the artistic requirements, under the direction of the production manager and Resident Creative Team.
- Create accurate production paperwork and ensure the efficient flow of information as necessary for the smooth running of the production.
- Acquire a familiarity with all plots/tracks within the Stage Management department in order to provide holiday or absence cover for other members of the department as required.
- Work closely and in conjunction with the Company Manager and provide cover for any holiday or sickness.
- Any other tasks as may be reasonably required in the course of your duties or as instructed by the Company Manager, Production Manager, Director of Productions and Producers from time to time.

Person Specification:



Essential:

- Experience of working on a large-scale musical
- Experience with automation and performer flying.
- Experience in opening a new show.
- Excellent organisation and administrative skills
- Highly motivated, positive and organised
- Excellent communication skills
- Good IT skills
- The ability to remain calm and flexible when working under pressure and to juggle multiple projects and tasks.

Desirable:

- First Aid trained
- Mental Health First Aid trained

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 27 June at 12 noon.

First round interviews will take place: Week commencing Monday 30 June.

There is likely to be a second round of interviews for this role, the dates of which will be confirmed.

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 or if you have any queries please visit [our website](#) or email recruitment@londontheatrecompany.co.uk

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