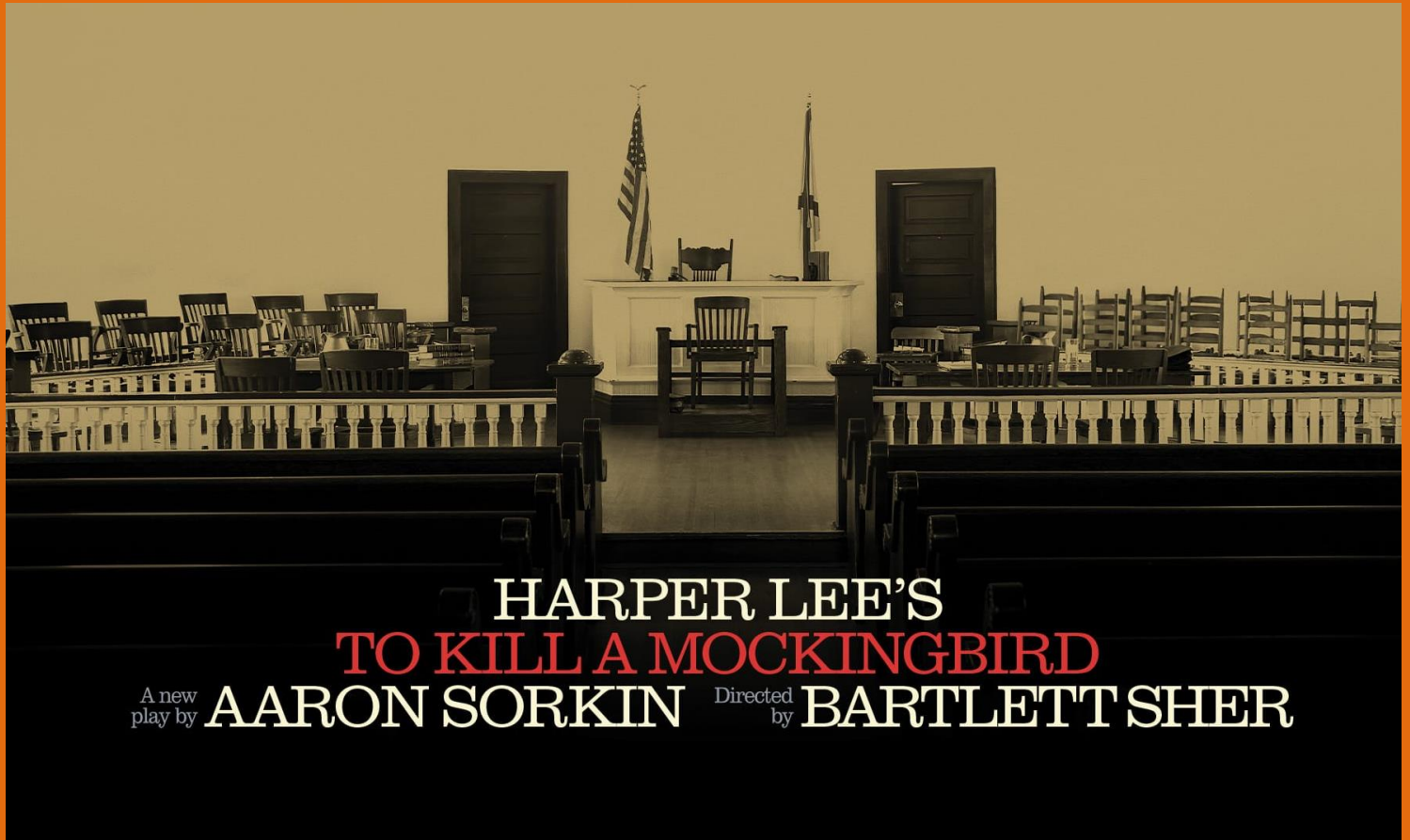


A co-production between Leeds Playhouse and Jonathan Church Theatre Productions



TO KILL A MOCKINGBIRD

Assistant Stage Manager – Standard

Assistant Stage Manager – Book Cover

Leeds Playhouse & Tour Recruitment Information Pack

If you require a different format of this Recruitment Pack, please contact the HR & Learning team on 0113 213 7280 or recruitment@leedsplayhouse.org.uk

To Kill A Mockingbird

Following huge success on **Broadway** and in the **West End**, **Leeds Playhouse** and **Jonathan Church Theatre Productions** present Harper Lee's *To Kill a Mockingbird* by Aaron Sorkin with direction by Bartlett Sher.

This riveting, award-winning stage adaptation of the seminal American novel about racial injustice and childhood innocence became a **Broadway** and **West End** sensation with star-studded sell-out seasons on both sides of the Atlantic. Now this thrilling courtroom drama opens at **Leeds Playhouse** ahead of a national tour.

‘All rise for this powerfully uplifting theatrical event’
— Evening Standard

Successful lawyer, Atticus Finch, encourages kindness and empathy in his children, but is pushed to the limits of these qualities himself when he resolves to uncover the truth in a town that seems determined to hide it.

Set in 1934 Alabama, *To Kill a Mockingbird* was inspired by novelist Harper Lee's own childhood and has sold more than 45 million copies worldwide. It won the **Pulitzer Prize** for Literature and was long at the top of the banned book lists.

The Production will open at **Leeds Playhouse** before embarking on an 8-month UK Tour managed by **Jonathan Church Theatre Productions** with potential subsequent international and London dates to be confirmed.

About Leeds Playhouse

At **Leeds Playhouse** we are a creative hub for the city and beyond, a place where people and communities come together to tell and share stories and to experience world class theatre that is pioneering, relevant and spectacular. Our packed and varied theatre programme sees audiences of over 200,000 people per year across our three theatre spaces, on tour and online, and our exceptional in-house productions are nationally renown, winning two **UK Theatre Awards** in 2024 and receiving an **Olivier** nomination in 2025.

Creative community engagement and artistic development are every bit as important to us as our internationally acclaimed work on stage, as people are at the heart of everything we do. Our sector-leading Playhouse Connect team works with almost 20,000 people aged 0 – 95 every year, and our Artistic Development programme nurtures and supports hundreds of locally rooted artists across all career stages. Committed to making theatre available to everyone, the Playhouse is a pioneer of accessibility, being the first theatre in the country to create Relaxed and Dementia Friendly performances and the first **Theatre of Sanctuary** for refugees and people seeking asylum.

Our newly redeveloped building was re-opened in 2019 to create a spacious, beautiful and accessible home for exceptional theatre and for the communities we serve.

Whilst we're incredibly serious about what we do, we provide a warm, friendly and relatively informal environment for our staff and for the companies we welcome into our building.

Check out our and mission and vision at leedsplayhouse.org.uk/about-us/who-we-are/

About Jonathan Church Theatre Productions

At JCTP, we produce plays and musicals in the West End, on tour in the UK and internationally.

We enjoy working with both commercial and subsidised partners and regularly collaborate with London and regional theatres, including Leeds Playhouse, The Old Vic, Sadler's Wells, National Theatre, Almeida, RSC, The Bush, Chichester Festival Theatre and Bath Theatre Royal. We provide general management services both for our own productions and for other producers. We are driven by the writers, directors and actors whose work we produce and we are always looking for new work to commission and develop.

Our Productions include:

Singin' in the Rain (International Tour); *The Lion, the Witch and the Wardrobe* (Leeds Playhouse and 2nd UK Tour); *A Man for All Seasons* (Theatre Royal Bath and UK Tour); *Playhouse Creatures* (Orange Tree Theatre and UK Tour); *A Chorus Line* (Leicester Curve, Sadlers Wells, UK Tour); *Hello, Dolly!* (The London Palladium); *The Picture of Dorian Gray* (Theatre Royal Haymarket); *Poirot and More: A Retrospective* (UK Tour); *A Monster Calls* (Japan); *A Voyage Round My Father* (UK tour); *Quiz* (Chichester Festival Theatre and UK tour); *It's Headed Straight Towards Us* (Park Theatre); *In Dreams* (Leeds Playhouse; Toronto); *42nd Street* (Leicester Curve; Sadlers Wells, UK tour, and Toronto); *Pressure* (Royal Alexandra Theatre, Toronto); *South Pacific* (Opera House Manchester, Sadler's Wells, and UK tour); *A Monster Calls* (UK tour and The Kennedy Center, Washington DC); *Private Peaceful* (UK tour); *Singin' in the Rain* (Sadler's Wells, Japan, UK tour and Toronto); *Wendy and Peter Pan* (Orchard Hall, Tokyo and Leeds Playhouse); *Poirot: A Retrospective* (UK tour and Harold Pinter); *Pressure* (UK tour, Ambassadors Theatre and Toronto).

Summary of the Role

To Kill A Mockingbird is a co-production between Leeds Playhouse and Jonathan Church Theatre Productions which will open at Leeds Playhouse and then continue on to a UK tour.

We are looking for 2 Assistant Stage Managers (one Book Cover) to be part of the Stage Management team at Leeds Playhouse from the beginning of rehearsals, throughout the run in Leeds and on to deliver the subsequent UK tour.

The post will be 2 separate contracts, one with Leeds Playhouse for the rehearsals and run at the Playhouse, the second with Jonathan Church Theatre Productions for the UK tour. We are looking for one person to fulfill both contracts.

Key Contract Dates:

- 28 July 2025 – 9 August 2025 (London Rehearsals)
- 11 August – 4 October 2025 (Leeds Playhouse Rehearsals and Show)

- 6 October 2025 – 30 May 2026 (UK Tour), possible international dates from 13 December 2025 – 11 January 2026, TBC with the option to extend the tour until 31 August 2026

There is also an option to bring *To Kill a Mockingbird* to London in Summer 2026 for a short West End run as part of the Tour. This would be for a minimum of 12 weeks and a maximum of 18 weeks under the same terms as the Tour contract. If JCTP wishes to exercise the right to extend the Tour and the Company Manager's contract to August 2026, JCTP would need to give notice of this extension by 28 February 2026. For the avoidance of doubt, terms for any London engagement longer than 18 weeks would be negotiated in good faith.

How To Apply

To apply for this post please complete the online application form and diversity monitoring form which can be found on the vacancies page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact recruitment@leedsplayhouse.org.uk.

Guidance

We embrace diversity in all its forms and positively encourage applications from a diverse range of candidates. **We encourage applications from Global Majority candidates.**

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

Access

Leeds Playhouse are members of the **Disability Confident** scheme. Subject to practicalities in the event of a large number of applications, we will interview all candidates who identify as disabled and who demonstrate that they meet all the essential criteria that they are given an opportunity to evidence on the application form.

Please clearly state on your application if you are disabled, and if you need any adjustments to participate in the recruitment process. Remember that the panel will not see information on your Inclusion and diversity monitoring form. You are not asked to provide the panel with details of any disability at this stage of recruitment - just what we may need to change to help you fully participate in the application process.

Main duties and responsibilities

The main duties and responsibilities for both ASM roles are:

- To undertake all stage management work as reasonably required for Leeds Playhouse and JCTP.
- To assist with the gathering of rehearsal props for the production as required.
- To assist in the propping of shows in tandem with the in-house props team, which may include the making, buying, hiring, borrowing of props and equipment as required, and the returning of these items at the end of any given production.
- To buy running props as required for the production.
- To liaise, in tandem with the props team, with directors, designers and other members of the creative teams regarding props requirements.
- To establish and maintain effective working relationships with departmental staff and colleagues.
- To attend production meetings, fit-ups, rehearsals and technical rehearsals, strikes and get-outs as required.
- To ensure the relevant financial procedures are followed in the department including petty cash and the handling of receipts.
- To keep record of own hours.
- To maintain COSHH and other records for the department.
- Any other duties consistent with the UK Theatre/Equity Agreements, as requested by the CM/SM or any member of the senior management.

Rehearsals – Both Roles:

- To prepare the rehearsal space, including the mark up, assist in finding of rehearsal props if required and any other specific requirements for any given show.
- Make accurate props setting and running lists in conjunction with the Deputy Stage Manager.
- Set up and supervision of second/alternative rehearsal space as required.
- Escort company to costume fittings or other activity away from the rehearsal space as required.
- Note journeys of props and costumes in rehearsal room.
- Set up rehearsal room for each day, relevant to the activity scheduled.
- Keep rehearsal room clean and tidy.
- During rehearsals assist with movement of props and scenic elements as required.

Additional Responsibilities – ASM Book Cover:

In the absence of the DSM to be on book which will involve:

- Record all blocking and line changes.

- To pass on all relevant information in the form of rehearsal notes in liaison with the Stage Manager.
- To produce rehearsal calls for the acting company including any costume fittings and press calls in liaison with the Stage Manager. To hand this over to Stage Manager for checking and distribution.
- To keep a record of actors and musicians' hours and submit their timesheets to Company Manager for payroll.

Performances – Both Roles:

- Set up for each performance including full shout checks in tandem with fellow ASM and/or Stage Manager.
- To appear on stage in costume as and when required.
- To actively assist with scene changes and costume changes as required.
- To actively support the acting company throughout the performance.
- Regular stock check and purchasing of running props including consumables in a timely manner, ensuring spares are available in good quantity.
- Good food hygiene on all consumed props following Food Hygiene and Safety regulations – making good note of appropriate food in line with Company allergies and food preferences. This includes appropriate storage, separation and preparation of food items.
- Maintain props to a high standard, with support from Leeds Playhouse in-house Props team whilst at the Playhouse. Consulting Props bible whilst on tour.
- To handle and store weapons in an appropriate manner as instructed by Stage Manager and/or weapons specialist (Fight Director)

Additional Responsibilities – ASM Book Cover:

- With the DSM and Show Video learn the show from the DSM in order to call the show to an excellent standard.
- To set up and work on performances on the book in the DSM absence.
- To cue shows as set at the technical by the creative team. This may on occasion involve operating lighting and sound.
- To ensure all acting company are present prior to each performance.
- Attendance at warm ups, mandatory pre-show calls (e.g. Fight Calls) and at company notes as required by Company Manager and Stage Manager.
- To produce a show report at the end of each performance, recording running times, house numbers and other relevant comments. To hand this over to Stage Manager for checking and distribution.
- To keep a record of actors and musicians' hours and submit their timesheets to Company Manager for payroll.

General Responsibilities for Leeds Playhouse

- Adhere to and implement the guidelines, procedures and policies for the company as

detailed in the staff policies.

- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Work with Playhouse Connect to open up the theatre's creative processes to a wider range of communities, including people engaged in learning.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of Leeds Playhouse.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to the Technical Stage Management team in particular and the Playhouse as a whole.
- To have a positive attitude to, a willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at Leeds Playhouse, including our Plan for Change and Action for Change development initiative.

Any other duties for Leeds Playhouse

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

Key relationships

The role of **Assistant Stage Manager** is part of the Stage Management team.

You will be managed by the **resident Stage Manager** during the time at Leeds Playhouse, and by **Stage Manager (Tour)** for the UK Tour.

Key Relationships at Leeds Playhouse

- Company Stage Manager
- Stage Manager
- Technical Director
- Props team
- Costume team
- Other teams within Production
- Senior Producer
- Members of other departments throughout the Playhouse

Key Relationships at Jonathan Church Theatre Productions

- Executive Producer
- General Manager
- Production Co-ordinator

Key Production Relationships

- Production Manager
- Company Manager
- Stage Manager (Tour)
- Deputy Stage Manager
- Director
- Designers
- Creative Associates
- Other creative team members
- Acting Company
- Staff at tour venues, as applicable

Person specification

Essentials:

If you do not demonstrate that you meet all these criteria you may not be shortlisted:

- Substantial professional stage management experience in a producing theatre and large scale touring experience.
- Working knowledge of the UK Theatre/Equity Agreements.
- Ability to undertake marking up shows unsupervised.
- Ability to interact supportively with actors, creatives and in other key relationships.
- Ability to work well under pressure and to tight deadlines.
- The willingness to work overtime and unsociable hours.
- Ability to communicate effectively at every level both in person and in writing.

Desirable:

If we need to choose between candidates who meet the essential criteria, we may take these factors into account:

- Health and Safety Awareness.
- Book experience.
- Score reading.
- Current First Aid at Work certificate.
- Full clean driving license.

Additional requirements for Assistant Stage Manager (Book Cover) contract:

Essentials:

- Good experience of calling a show, as Book Cover

Terms & Conditions

Contract 1: Leeds Playhouse

Period of work from Monday 28 July until Sunday 5 October 2025

Fixed Term Contract under the UK Theatre/Equity Subsidised Theatre Agreement

28 July 2025 – 9 August 2025 (London Rehearsals)

11 August – 4 October 2025 (Leeds Playhouse Rehearsals and Show)

Pay

MRSL Grade 1 ASM £547.29 per week or UK Theatre Equivalent current rate at time.
Subsistence £235 per week subject to location of home address.

Hours

Full Time including evening and weekend work.
Actual hours subject to UK Theatre/Equity Subsidised Theatre Agreement.
Usually 43 hour week over 6 days – for rehearsals & performances except where only performances weeks which will be 40 hours over 6 days.
Overtime paid as per the UK Theatre / Equity Subsidised Theatre Agreement.

All other terms & conditions as per UK Theatre / Equity Subsidised Theatre Agreement

Offers

Any job offer we make is subject to:

- Receipt of 2 satisfactory references
- Proof of eligibility to work in the UK

Non-contractual benefits

- Free-to-use employee assistance service
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Corporate gym and swimming discount
- Voluntary Cash Health Plan (optional)

Contract 2: Jonathan Church Theatre Productions

Period of work Monday 6 October 2025 – Sunday 31 May 2026

There will be occasional working days prior to start of contract 2, whilst on contract 1, to be agreed with Playhouse Technical Director and JCTP General Manager in order to be ready for the tour

Fixed term contract under the UK Theatre/Equity Standard Contract for Commercial Theatre Agreement

6 October 2025 – 30 May 2026 (UK Tour), with possible international dates from 13 December 2025 – 11 January 2026 (TBC) and the Option to extend the tour until 31 August 2026

Pay

£650 per week. This fee is a buy-out of overtime, bank holiday payments and EPK Usage. Touring Allowance £350 per week plus travel allowance between venues.

All other Terms & Conditions as per the UK Theatre / Equity Standard contract for Commercial Theatre Agreement

Key statements for Leeds Playhouse

EQUAL OPPORTUNITIES

Leeds Playhouse is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

SAFEGUARDING

The Playhouse takes safeguarding seriously, and operates an environment where all staff are expected to report any concerns about children, young people or adults at risk, or about the behaviour or practice of colleagues and other people they come into contact with.

Find out more

Please contact Steve Cressy, Company Stage Manager, or Sarah Arden at JCTP for more information: steve.cressy@leedsplayhouse.org.uk , SArden@jctproduction.com