



LEEDS PLAY HOUSE

A CHRISTMAS CAROL ASSISTANT STAGE MANAGER

Recruitment Pack

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



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



**THE LIZ & TERRY BRAMALL
FOUNDATION**



QUARRY THEATRE
850 CAPACITY



BRAMALL ROCK VOID
100 CAPACITY



COURTYARD THEATRE
420 CAPACITY

QUICK FACTS

3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c175,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER

+

- Restaurant and café
- Two bars
- Conferencing and events
- Public gallery space
- Dedicated space for young people

THIS **SHORT FILM** WILL
HELP YOU UNDERSTAND
WHAT WE'RE ALL
ABOUT.

leedsplayhouse.org.uk

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WHO WE ARE

Leeds Playhouse has been one of the UK's leading producing theatres for 55 years. It is an award-winning theatre and a cultural hub, a place where people gather to tell and share stories and engage in world class theatre. It makes work which is pioneering and relevant, seeking out the best companies and artists to create inspirational theatre in the heart of Yorkshire.

Its warm welcome was recognised at the UK Theatre Awards. In 2022, Leeds Playhouse was named **Most Welcoming Theatre**, recognising its daily endeavors to make the building an inviting, engaging, creative, accessible and inclusive hub at the heart of the Leeds City Region. For the last three years, leading performers in Playhouse productions have been named Best Performer in a Musical and, in 2024, the Playhouse's production of *Oliver!* was named Best Musical.



WHAT WE DO

Alongside the work on its stages, the Playhouse works creatively with the people, artists and communities of Leeds through its innovative, sector-leading Playhouse Connect programme. Focussing on two key areas – Learning & Skills and Creative Communities – Playhouse Connect engages with thousands of people in the region each year. As part of this work, its Artistic Development programme, Furnace, engages with theatre-makers, providing a creative space to refine their practice at all stages of their careers; it builds, develops and sustains projects to connect with refugee communities, young people and students, older people and people with learning disabilities; it hands over spaces to communities to use in ways they choose, from breakdancing to roller-skating, craft markets to tea parties, enlivening the building whilst fostering deeper relationships; and works in-residence around the city, connecting with people on their doorsteps.

As a registered charity, Leeds Playhouse relies on the support of valued partners to make great things happen. It is grateful for the continued support of Arts Council England, Leeds City Council, The Liz and Terry Bramall Foundation and the many charitable trusts, business partners and individuals that continue to support the vital work of the theatre.

CHARLES
DICKENS'

A CHRISTMAS CAROL

ADAPTED BY
**DEBORAH
McANDREW**



THE ROLE

We are looking for an Assistant Stage Manager to join the stage management team at Leeds Playhouse to a new Production of Charles Dickens ***A Christmas Carol*** for this festive season.

Contract Dates – 6 October 2025 to 17 January 2026 (15 weeks)

A CHRISTMAS CAROL

It's Christmas Eve in Victorian England and Ebenezer Scrooge is as grumpy as ever - no twinkling lights, no festive cheer, just pure bah-humbug!

But as the cold night draws in, four ghostly spirits whisk Scrooge on a whirlwind adventure through his past, present, and future, to show him the true meaning of Christmas.

Packed with festive fun, lively music, and a sprinkle of magic, this timeless classic will be brought to life at the Playhouse for Christmas 2025. Adapted for the stage by **Deborah McAndrew**, directed by **Amy Leach** (*Mr Snow*, *Animal Farm*, *Macbeth*), and with set & costume design by **Hayley Grindle**, *A Christmas Carol* promises a heart-warming and joyful experience for all.

Join us for festive magic and an unforgettable journey of redemption and cheer.

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DUTIES AND RESPONSIBILITIES

THE MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE ARE:

- To undertake all stage management work as reasonably required for Leeds Playhouse.
- 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 CSM/SM or any member of the senior management.

REHEARSALS

- 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.

PERFORMANCES

- 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)

GENERAL RESPONSIBILITIES

- 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 Playhouse as a whole.
- To have a positive attitude to and 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.
- To be willing to undertake training and development as required.

ANY OTHER DUTIES

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, which sits within the wider Production directorate.

You will be line managed by the Stage Manager during time at Leeds Playhouse.

KEY LEEDS PLAYHOUSE RELATIONSHIPS

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

KEY PRODUCTION RELATIONSHIPS

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

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

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 to include large scale production.
- 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 REQUIREMENTS

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

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

EMPLOYMENT TERMS SUMMARY

CONTRACT

Fixed-Term Contract under the UK Theatre/Equity Subsidised Managers Agreement.

Dates: 6 October 2025 to 17 January 2026 (15 weeks)

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK

PAY

MRS� 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.

LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

NON-CONTRACTUAL BENEFITS

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

HOW TO APPLY

**TO FIND OUT
MORE, PLEASE
CONTACT STEVE
CRESSY**

steve.cressy@leedsplayhouse.org.uk

PHOTOGRAPHY CREDITS

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Page 4: *A Christmas Carol*

Page 12: *The Lives We Carry* at
Furnace Festival, photography by
Steffi Njoya

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.

HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities 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.

INTERVIEWS FOR DISABLED CANDIDATES

Leeds Playhouse is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

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.

A photograph of a man and a woman looking at a smartphone together. The man, on the left, has dark curly hair and glasses, wearing a teal polo shirt and a lanyard that says 'LEEDS PLAYHOUSE'. He is smiling and pointing at the screen. The woman, on the right, is wearing a yellow knit beanie, a colorful patterned scarf, and a purple sweater. She is holding a glass of beer. The background is dark with some blue lights. A large, semi-transparent orange vertical bar is on the left side of the image.

THANK YOU

FIND US AT

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0113 213 7700