

ASSISTANT STAGE MANAGERS

BOOK COVER AND SM SHOW TRACK COVER



APPLICATION INFORMATION 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

QUICK FACTS



3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

c193,000

AUDIENCE PER YEAR

OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

10M

TURNOVER



- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space

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

WHO WE ARE



Leeds Playhouse is Leeds's home for bold stories and shared humanity. For more than 55 years, it has been one of the UK's leading producing theatres - an award-winning cultural hub where people gather to tell and share stories, and to experience world-class theatre. Many of its productions transfer to the West End, tour nationally, and travel the world.

Born from the city itself, **Leeds Playhouse** was fought for and built by people who believed a city without a theatre is a city without a heart. That spirit still drives everything it does: making ambitious theatre that represents, entertains, challenges and connects – across three spaces, one city, and many voices - and helping shape the cultural life of the country. From big names to artists and communities often unheard or ignored, the Playhouse seeks out the best companies and artists to create pioneering, relevant work in the heart of Yorkshire.

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. Through its three strands, People's Playhouse, Playhouse Ensembles and Furnace, Playhouse Connect develops audiences, removes barriers to access, creates opportunities for communities to share their voices on stage, and supports the development of artists across Leeds and Yorkshire. The programme builds lasting relationships with refugee communities, young people and students, older people, and people with learning disabilities, ensuring the Playhouse remains a truly inclusive and representative cultural space.

As a registered charity, **Leeds Playhouse** relies on the support of valued partners to make great things happen. It's work also makes a significant contribution to the region's economy, sustaining jobs and driving the wider economic life of the city. The Playhouse 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 who continue to support the vital work of the theatre.

THE PRODUCTION



Dr Seuss's How The Grinch Stole Christmas! The Musical

Step into the magical world of Who-ville this Christmas!

Leeds Playhouse presents **Dr Seuss's** beloved festive tale; *How the Grinch Stole Christmas! The Musical*. Following its Broadway success, this brand-new UK production, directed by the Playhouse's Artistic Director **Tom Wright**, is packed full of Seussian charm and humour.

As the residents of Who-ville cheerfully prepare for the festive season, the scheming Grinch is determined to spoil their Christmas celebrations by any means necessary. Narrated by his loyal dog Max, the story follows the misadventures of the Grinch, a grouchy, green recluse with a heart "two sizes too small" as he tries to steal Christmas from the joyful Whos. But as the magic of the season unfolds, the Grinch discovers that Christmas is about much more than presents and decorations.

A **Leeds Playhouse** production in association with **Running Subway**.

THE ROLES



Dr Seuss's How The Grinch Stole Christmas! The Musical

Dr Seuss's *How the Grinch Stole Christmas! The Musical* is a **Leeds Playhouse** production, in association with **Running Subway**.

We are looking for two Assistant Stage Managers:

- One ASM Book Cover
- One ASM SM Show Track Cover

The two roles will be part of the Stage Management team at **Leeds Playhouse** from the beginning of rehearsals, throughout the run in Leeds.

Key Contract Dates:

- 5 October 2026 – 17 January 2027 (**Leeds Playhouse** Rehearsals and Show)

This job pack contains the information for both of these roles and on our application form you can indicate which role you are interested in or if you would like to submit your interest for both roles.

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**.
- 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 your own hours.
- To maintain COSHH and other records for the department.
- Any other duties consistent with the UK Theatre/Equity Subsidised Rep Agreement., as requested by the Company Manager/Stage Manager 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:

To be in attendance in the 2nd rehearsal room as required, noting information for the production to be passed on to the Deputy Stage Manager & Stage Manager.

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 Stage Manager for payroll.

ADDITIONAL RESPONSIBILITIES – ASM SM SHOW TRACK COVER:

- To have an awareness of the Stage Manager's track and how that develops over the rehearsal period.

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.
- 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 warmups, mandatory pre-show calls (e.g. Fight Calls) and at company notes as required by Company Stage 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 Stage Manager for payroll.

ADDITIONAL RESPONSIBILITIES – ASM SM SHOW TRACK COVER:

- Learn the Stage Manager Show Track for the purposes of covering in the Stage Manager's absence.
- To set up and work on performances on the stage in the Stage Manager's absence.
- To pass on any show related issues to the Stage Manager and relevant production departments.
- To pass on any company related issues to the Company Stage Manager.
- Attendance at warmups, mandatory pre-show calls (e.g. Fight Calls) and at company notes as required by Company Stage Manager and Stage Manager.

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 be willing to undertake training and development as required.
- 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 your team in particular and the 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**.

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 roles of Assistant Stage Managers are part of the Stage Management team, within the wider Production directorate.

You will be managed by the resident Stage Manager during your time at **Leeds Playhouse**.

KEY INTERNAL RELATIONSHIPS AT LEEDS PLAYHOUSE

- Company Stage Manager
- Stage Manager
- Technical Director
- Production Manager
- Props Team
- Costume Team
- Other Teams within Production
- Senior Producer
- Members of Other Departments throughout the Playhouse

KEY PRODUCTION RELATIONSHIPS

- Production Manager
- Company Stage Manager
- Stage Manager
- Deputy Stage Manager
- Director
- Designers
- Creative Associates
- Other Creative Team Members
- Acting Company
- Other Production show staff – Stage, Costume, WHAM, Sound & Lighting

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 on a large-scale production.
- Working knowledge of the UK Theatre/Equity Subsidised Theatre Agreement.
- 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.
- Good communication and organisation skills, with good level of empathy, integrity and confidentiality.
- A positive, can-do attitude.
- Calm, confident, understanding and flexible.
- Positive approach to equity, diversity and inclusion, with willingness to train in and develop those areas.

ADDITIONAL REQUIREMENT FOR ASM BOOK COVER CONTRACT:

- Good experience of calling a show, as Book Cover.

ADDITIONAL REQUIREMENT FOR ASM SM SHOW TRACK COVER CONTRACT:

- Good experience of running show track with confidence.

DESIRABLE

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

- Health and Safety Awareness.
- Basic Food Hygiene qualification.
- Book experience.
- Score reading.
- Experience of working with children in performance.
- Current First Aid at Work certificate.
- Full clean driving license.

ADDITIONAL DESIRABLES FOR ASM SM SHOW TRACK COVER CONTRACT:

- Experience of managing people.
- Experience of overseeing fight calls under instruction from Fight Director / Fight Captain.

EMPLOYMENT TERMS SUMMARY

CONTRACT

This is a fixed-term contract (from 5 October 2026 to 17 January 2027) under the UK Theatre/Equity Subsidised Theatre Agreement. Any offer we make is subject to:

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

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 and 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.

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

All other Terms & Conditions as per UK Theatre / Equity Subsidised Theatre Agreement.

HOW TO APPLY

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 is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

THANK YOU

LEEDS 
PLAYHOUSE

FIND US AT

**PLAYHOUSE SQUARE,
QUARRY HILL, LEEDS LS2 7UP
LEEDSPRAYHOUSE.ORG.UK
0113 213 7700**

PHOTOGRAPHY CREDITS

All photographs are copyright
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