



## Job Description: Assistant Stage Manager

**Organisation:** Sage & Jester

**Location:** London, UK (onsite in Deptford)

**Employment Type:** Fixed-term contract (until 20 September 2025)

**Commitment:** Full-time

**Start Date:** 28 April 2025

**Reports to:** Company Stage Manager, DSM, Producers

**Salary:** £675 per week

**Working Hours:** This is largely a show-running role and as such will include evening and weekend hours to cover performance times. Performances will run from Wednesday-Sunday.

### About Sage & Jester

We're an innovative arts production company. We take critical thinking and wrap it in stories, laughter and immersive experiences that combine curiosity, wisdom and wit.

Our unique blend of art, technology and storytelling will move, inspire and provoke – inviting you to question the very notions of truth and trust. We're here to challenge your sense of reality just enough to make you say: "Wait, what?" Then we'll help you see the world and yourself anew.

### Why we need you

At Sage & Jester, we believe information is power. Understanding its flow is crucial to surviving – and thriving, especially since the tide of misinformation rises ever higher.

Our immersive experiences will be designed to entertain, enlighten, and help audiences harness their internal BS detectors – arming them with the tools to question, challenge, and pause before they believe what they see and read.

To achieve our cause, we need brilliant people. We have worked hard to build our (amazing) team so far, and we're now looking for four exceptional and aspiring Assistant Stage Managers to join us.



## **The Role**

The Assistant Stage Managers will be responsible for supporting the smooth and efficient day-to-day running of the show, assisting the Stage Management team, Show Technicians and show running teams.

## **Key Responsibilities**

### **Show Preparation & Running**

- Under the direction of the CSM and DSM, to assist with the running of the rehearsal room and performances with a particular responsibility for prop and set management and maintenance, while supporting all rehearsal room and show running administration
- To ensure rehearsal environments are set-up and maintained as required with the appropriate set, props, costumes and other necessary items (including script materials)
- During the run to support the DSM in the daily set-up of the show, and pre-show checks (with ownership/SM responsibilities for specific show 'zones'), and support appropriate cueing and triggering of 'in world' interactive props, moments and SFX
- To be responsible for tracks during the running of the shows, including pre-show set-up and reset
- Working with in-show FOH Stewards, to ensure smooth audience flow as well as the comfort and health and safety of all patrons
- To act as a key 'on the ground' SM representative, reporting to the CSM in relation to the condition of props, highlighting when maintenance is required, and to raise any larger fixes that require support from the Standby Art Team
- To undertake costume preparation and prepare laundry to be collected for offsite processing
- To check, and maintain good awareness of costume conditions. To engage in basic levels of costume repair/ maintenance (reattaching buttons, etc). Where larger repairs are required identifying them and seeking additional support in a timely fashion.
- To work along-side the rest of the SM team and Stage Technicians to ensure communication is smooth and relationships are positive
- To assist with the general maintenance of working areas and storage spaces
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Company Stage Manager

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- Assisting the Company Stage Manager in compiling show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, up to date stage management cue sheets, theatre crew cue sheets and other paperwork relevant to the show bible

## General

- To create and encourage a supportive and positive backstage environment for the cast and crew.
- To be an active, engaged, solution focused and creatively minded member of the team, working to support and assist staff in all other departments and providing support and assistance as needed.
- To represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.
- To comply with all company policies and undertake any other reasonable duties as required by the Company Stage Manager or senior management.
- Attend training where necessary

## Person Specification

### Essential

- Strong proven experience as an Assistant Stage Manager on immersive or large-scale theatrical productions
- Excellent communication and organisational skills
- Ability to work exceptionally well in a team, to have an organised and flexible approach to work
- Ability to work and remain calm under pressure
- Understanding of commitment to equity, diversity and inclusion

### Desirable

- First Aid Trained
- Good prop maintenance skills
- Basic costume maintenance skills



## Company Culture

Since Sage & Jester's inception we have understood that, in order to have a chance to achieve our cause, we must prioritise not only the products that we produce, but the organisation that we build. We are serious about culture.

We have discovered and articulated a philosophy that we care about deeply, and regardless of position; our young, growing company needs people who not only fit into the culture, but aid us in our ability to better execute our philosophy, and thus, to build an organisation that has real impact, and we can all be deeply proud of.

These simple words will only serve as a hazy insight for now, but here are our deeply held values: critical thinking, listening, ambition, nourishment, playfulness and trust.

We hope these are principles that you will see and feel.

## Interview Process

- The interview process will be:
  - 1 x 45 minute interview
- After each phase we will provide an update (at minimum) within 1 working week

To apply for this role please email [recruitment@sageandjester.com](mailto:recruitment@sageandjester.com) with your CV and cover letter (maximum one page). Subject line: Your name, Assistant Stage Manager Application.

**Application deadline:** 9 April 2025