



Job Description: Deputy 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, Producers

Salary: £800 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 a Deputy Stage Manager to join us.



The Role

The Deputy Stage Manager will assist in managing the day-to-day running of the show, in both rehearsals and performances.

Reporting to and working closely with the Company Stage Manager (as well as the Creative Director and Production Management) as a core and lead member of the Stage Management Team, the DSM's responsibilities will include but not be limited to calling elements of the show, running show plots, scheduling/running calls and rehearsals and planning and supervising maintenance calls.

They will also work closely with the Show Technicians to ensure technical elements of the show run smoothly and are maintained to the highest standards.

Key Responsibilities

Show Preparation & Running

- Support the CSM in the management of the company, management of rehearsal schedules, oversight of technical and operational aspects, ensuring the smooth running of and cueing during performances, oversight of prop and set maintenance, resolving of operational issues, reporting of venue upkeep needs and maintaining the director's vision throughout.
- Support the CSM in managing each performance, noting any issues and inconsistencies in the performance.
- Deputise for the Company Stage Manager where necessary, performing stage management plots including the supervision and management of the stage management team.
- Support the CSM in the running of the technical and dress rehearsals, ensuring the needs of the company, creative team, and production are identified and met.
- Support and direct the Show Technicians and ASMs during the run in the daily set-up of the show, and leading on pre-show tech checks.
- Alongside the Show Technicians, operate LX/ Sound/ AV/ other tech cues as necessary during the run of the production.
- Assist with technical elements where required.

SAGE & JESTER

- Keep appropriate paperwork pertaining to cues, setting, technical, costume etc.
- Compile and distribute daily rehearsal notes, and show reports, and contribute to the distribution of call sheets as required in conjunction with the CSM.
- To support the ASMs in general prop/costume maintenance, costume and laundry preparation as required by the show.
- Liaise with the Front of House team and in-show Stewards to co-ordinate house opening and show start, audience flow and access.

General

- To create and encourage a supportive and positive backstage environment for the cast and crew.
- Adhere and contribute towards risk assessments to ensure the health and safety and security of staff members at all times.
- Ensure that work materials and all stage management equipment and areas are kept in a tidy and secured manner.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.

Person Specification

Essential

- Strong proven experience as an Deputy Stage Manager on immersive or large-scale theatre productions
- Experience creating detailed production paperwork
- Experience with complex scheduling
- Ability to manage a team and cover for the Company Stage Manager when necessary
- Experience of quick turnarounds between performances.
- General theatrical lighting and sound experience
- Excellent communication and organisational skills
- Ability to work 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
- Fire Safety Trained
- Experience working with time code
- 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 with your CV and cover letter (maximum one page). Subject line: Your name, Deputy Stage Manager Application.

Application deadline: 9 April 2025