



DEPUTY STAGE MANAGER

Venue: Harlow Playhouse
Harlow, Essex

Production: Snow White (Pantomime)

Dates: 4th November 2026 to
4th January 2027

As per guide schedule. Plus 1 day pre-production, attendance to production meeting, and time for HOD meets.

Rates:

Basic Fee: £6,046.24 (equivalent average weekly rate: £693.83)

Plus:

Holiday Pay: £651.13

Bank Holiday Pay: £111.94

Subsistence available. *Applicable to those whose residence is 20-miles outside of Harlow*

Optional Pension: 5% / 3% contributions

Additional Benefits:

On-site free parking, physiotherapy, complimentary refreshments, 4 complimentary tickets, 2 agent complimentary tickets.

Person Specification:

Essential:

- Experience working as Stage Manager on book or Deputy Stage Manager in a similar role on a similar size production
- Excellent organisation and communications skills, written and verbal
- Previous experience of creating the prompt book and cueing performances, in particular musicals and/or pantomimes.
- Stamina and ability to multi-task and reliable time management skills.
- Ability to lead and organise staff
- Flexible and self-motivated with the ability to work well with others and to work calmly under pressure
- Excellent communication and interpersonal skills and attention to detail
- Ability to work as part of a close-knit team in an enclosed environment, working towards a deadline.

Desirable:

- Experience in Pantomime genre

Job Description:

General

- Ensure rehearsal environments are prepared as required with the appropriate set, props, costumes and other effects necessary, with particular attention to prop requirements
- Prepare, maintain and call from a clear and accurate prompt copy or wing running score incorporating lighting, sound, flies, pyro, performer flying and cast calls as required.
- Work within schedules and rehearsal times as set down on the Company call sheets and technical schedules ensuring rehearsal environments are prepared as required on a day to day basis
- Ensure all staging/prop requirements of the productions are prepared to an excellent standard and are ready and functioning for rehearsals and performances.
- Participate in the fit-up and get-out of props together with the rest of the Stage Management Team
- To carry out any other tasks that will, from time to time be allocated by the Technical Stage Manager or Production Manager on an ad hoc or continuing basis, relevant with the general level of responsibility of the post.

Administration/Record Keeping

- Provide daily rehearsal notes and updates to the Production Manager or Director, alerting them to potential problems at the earliest possible stage.
- Produce and distribute daily company call sheets in consultation with the Director and Company Manager.
- Ensure accurate records of performance running details, relevant technical plots and other departmental information, is maintained
- In consultation with the Production Manager produce and distribute reports after each performance, ensuring that any appropriate action needed is taken in time for the next performance

Health & Safety

- Promote a positive approach to Health & Safety, ensuring correct working methods and safe working practices are adhered to

- Understand, enforce and work within the relevant Health & Safety legislation and procedures as set down by the Company
- Adhere to Harlow Playhouses' Child protection procedures

General Requirements

- Supervise and manage ASMs as required
- Maintain high levels of communication and liaison with all departments at all levels as required
- Ensure all Company policies and contractual arrangements are understood and implemented
- Attend and participate in meetings as required