

## **Job Title: Deputy Stage Manager (DSM) – Summer Youth Project**

**Location:** White Rock Theatre

**Project Dates:** 3rd August - 16th August 2025

**Pre-Production Dates:** TBC upon interview. You will be required to work pre-production hours for production meetings, and time spent preparing.

**Post-Project Debrief:** Date TBC, after project completion.

### **Overview:**

The Summer Youth Project at the White Rock Theatre offers young performers aged 8-18 the opportunity to take part in a full-scale musical theatre production. This year's production will be **Addams Family: The Musical**, culminating in Five performances on the main stage at the White Rock Theatre. We are seeking an organised and proactive **Deputy Stage Manager (DSM)** to assist in managing the production and ensure its smooth operation during rehearsals and live performances.

### **Role Description:**

As the Deputy Stage Manager (DSM), you will support the Stage Manager in overseeing all aspects of the production's logistics and organisation. You will manage the stage during performances, and ensure that the show runs smoothly both backstage. The DSM will play a key role in liaising with all departments to make sure that the cast, crew, and creative team are on the same page and that the show is delivered efficiently.

### **Key Responsibilities:**

- Assist the Learning and Participation team to coordinate and keep to all rehearsal and performance schedules.
- Assist in ensuring the smooth running of rehearsals by managing time, cues, and props.
- Maintain clear communication between the creative team, cast, and technical team throughout the production process.
- Help organise and manage the cast and crew, ensuring they are prepared for rehearsals and performances.
- Assist with the call of cues for lighting, sound, and stage movements during performances.
- Oversee the backstage area during rehearsals and performances, ensuring everything runs on time and as planned.
- Assist in the coordination of set changes during performances, ensuring smooth transitions.
- Act as a point of contact for the cast and crew, answering queries and providing support as needed.
- Maintain accurate prompt books for the production, keeping track of blocking, cues, and any changes to the script or staging.
- Ensure that all equipment and props, and that all necessary items are available at each performance.
- Attend pre-production meetings, including the read-through, tech meeting, and rehearsals
- Support the Director other team members during the two-week project period, from 3rd August to 16th August 2025, with specific hours to be discussed at the interview stage.

- Attend post-project debrief meeting with the Learning and Participation team to review the project's success and provide feedback for future productions.

**Key Skills and Experience:**

- Experience working in stage management, ideally in a theatre or musical theatre setting.
- Strong organisational and communication skills, with the ability to multitask in a fast-paced environment.
- Ability to stay calm under pressure and manage time effectively during rehearsals and performances.
- Knowledge of stage management practices, including cue calling, prompt books, and backstage coordination.
- Experience working with young performers and providing them with guidance and support.
- A proactive and flexible attitude, with a willingness to take on a range of tasks as needed.
- Ability to work collaboratively with the creative team, cast, and technical departments.
- A passion for theatre production and for supporting young performers in their development.

**Application Process:**

If you are an organised and reliable individual with a passion for theatre and stage management, we would love to hear from you. Please apply by filling out the google form.

This is an excellent opportunity to gain hands-on experience in stage management within a professional theatre environment while contributing to a dynamic and rewarding project for young people.

The post holder must demonstrate a strong commitment to safeguarding and will be required to fully comply with the Trust's Safeguarding Policy at all times. The post holder is required to hold a current DBS check, issued within the last three years. If this is not available, the individual must either provide details for an update service check or agree to undergo a new DBS check at the Trust's discretion.