

JOB DESCRIPTION

- Job Title:** Assistant Stage Manager (ASM)
- Contract type:** Freelance, Project based.
- Reporting to:** Head of Theatre & Production / Production Manager / Producer
- Fee:** Equity Sub Rep Agreement – MRS� Grade 2
Current rate is £547.29, will increase in line with expected increases.
Any relevant overtime will be paid in addition
Travel / Commuting / Relocation allowance in addition if applicable.
- Location:** Queen’s Theatre Hornchurch

Key Dates:

Rehearsals: 19th October to 11th November 26
Tech Starts: 12th November ‘26
First Preview: 18th November ‘26
Opening: 21st November ‘26
Final Performance: 2nd January ‘27

Purpose of the Role

The Assistant Stage Manager (ASM) supports the smooth and effective delivery of rehearsals and performances by assisting the Company Stage Manager in the coordination, communication, and practical running of the production.

The ASM plays a key role in maintaining organisation backstage, supporting performers and creative teams, and ensuring that all stage management processes are carried out safely, efficiently, and to a high professional standard.

Through strong attention to detail and teamwork, the ASM helps ensure that each performance runs consistently and as intended.

Key Responsibilities:

- Assisting the Deputy Stage Manager (DSM) by setting up the rehearsal room on a daily basis.
- Sourcing and making all props for the production and maintaining them for the duration of the run.
- Preparing and updating all relevant paperwork to include setting lists and running lists.
- The run the backstage track alongside the Company Stage Manager and the Technical team, ensuring the smooth and safe running of the show.

Personal Specification

- Demonstrable professional experience as an ASM on a production of a similar scale
- Strong Prop making skills is essential.
- The ability to run a busy backstage track along with the CSM and technical teams.
- A calm and proactive approach.
- A strong team player with the ability to work well alongside actors and creative teams.
- The ability to work well under pressure.

Contract Start Date:

Contract will begin on 19th October 2026.

A link to our performance schedule can be found here;

<https://queens-theatre.co.uk/whatson/robin-hood/>

To apply for the role:

Please submit a CV and cover letter of no more than 500 words on why you are suitable for the position to recruitment@queens-theatre.co.uk by 12pm on Friday 22nd May 2026.

Equal Opportunities:

<https://forms.office.com/e/GCVPB4GkJJ>