



MATTHEW BOURNE'S CINDERELLA

Deputy Stage Manager (DSM)

Headline Job Information

Role: Deputy Stage Manager (DSM)

Contract: Fixed term, touring

Contract Dates: Commencing w/c 5 October 2026 with rehearsals. Ending Sunday 17 January 2027 at Sadler's Wells, London, following the final performance.

Weekly Salary: £894.27

Allowances: We follow the Equity / CTA rate for living away allowance which is currently £350 per week for accommodation for each touring week (including any London performance weeks) that is more than 25 miles from your home address. This rate is due to be increased but we are yet to receive that from Equity so we will inform you when we have that information.

Subsistence: As above, the Equity / CTA rate is currently 65% of the Living Away Allowance for each week of rehearsals if you live outside London and can't commute.

About the Role

As Deputy Stage Manager you will take responsibility for creating and maintain the prompt copy, cueing performances and assisting the Stage Manager as required. You will work closely with the Artistic Team and all technical departments during rehearsals, technical week and performances.

Key responsibilities include:

- To ensure the floor of the rehearsal of the rehearsal room is marked out accurately to indicate the shape of all entrances and exists.
- Assist the Stage Manager in the scheduling and running of rehearsals and ensuring that the performers know when they are needed.
- Assisting the Director during rehearsals and preparing the prompt copy and notating the movements of performers are required.
- Operate sound during the rehearsal period.
- Attend production meetings, rehearsals, calls and performances as required.
- To ensure that all rehearsal notes are sent to Creative Team, General Manager, Production Manager(s), Company Management, Stage Manager and all Heads of Department.
- Responsible for calling the technical cues during rehearsals and performances.
- Preparing the show reports in conjunction with the Stage Manager and Company Manager.
- Teaching the book to the ASM Book Cover(s).

- To be responsible for the compiling the following and making sure that they are handed into the Stage Manager and General Management: prompt copy (hard and digital copies), stage plots, emergency procedures checklist and any other relevant information.
- Adhere to the health and safety guidelines of the company.
- Any other duties as may be reasonable required in the course of your duties or as instructed by the Company from time to time.

Who We're Looking For

- Experience in cueing and management of prompt copy, either as DSM or Book Cover
- Previous experience in score reading
- Strong administration and communication skills
- Comfortable working within SOLT/BECTU/Equity agreements
- Calm, proactive and solutions-focused under pressure
- Committed to New Adventures' values of inclusion and access
- Willing and able to learn and cover an ASM plot when required

Full Schedule

05-Oct-26	11-Oct-26	<i>rehearsals</i>
12-Oct-26	18-Oct-26	<i>rehearsals</i>
19-Oct-26	25-Oct-26	<i>rehearsals</i>
26-Oct-26	01-Nov-26	<i>rehearsals</i>
02-Nov-26	08-Nov-26	<i>rehearsals</i>
09-Nov-26	15-Nov-26	Plymouth tech
16-Nov-26	22-Nov-26	Plymouth TR
23-Nov-26	29-Nov-26	Lowry
30-Nov-26	06-Dec-26	Sadler's Wells
07-Dec-26	13-Dec-26	Sadler's Wells
14-Dec-26	20-Dec-26	Sadler's Wells
21-Dec-26	27-Dec-26	Sadler's Wells
28-Dec-26	03-Jan-27	Sadler's Wells
04-Jan-27	10-Jan-27	Sadler's Wells
11-Jan-27	17-Jan-27	Sadler's Wells

How to Apply

Please send a CV and a covering letter of no more than one page, outlining your relevant experience.

Applications should be sent to the admin@greatleapforward.co.uk

New Adventures is committed to diversity and equal opportunities in all that we do. We actively welcome applications from individuals from communities and backgrounds currently under-represented in the theatre industry.

A full recruitment package including the complete job description and full remuneration details is available on request.