



## THE SHOW ON THE ROOF – COMPANY STAGE MANAGER

DEM Productions is currently recruiting for a Company Stage Manager to join the production team for THE SHOW ON THE ROOF this Summer 2025.

THE SHOW ON THE ROOF is a new musical by Tom Ford and Alex Syiek which shines a light on a pivotal yet overlooked chapter of LGBTQ+ history by presenting it in the form of the eponymous show on the roof at the Howdy Partner Drive-In in Boise, Idaho. Rory Pelsue directs the UK premiere of The Show on the Roof at the King's Head Theatre, following a US developmental production in Boise itself. More information on the production can be found at: <https://www.showontheroof.com>

The Stage Management team will include a Company Stage Manager, Deputy Stage Manager, Assistant Stage Manager and Tech Swing. For more information, please contact [petra@demproductions.co.uk](mailto:petra@demproductions.co.uk)

### Dates:

Rehearsals From	w/c 9 <sup>th</sup> June 2025	Venue TBC
Load In/Technical Rehearsals	w/c 7 <sup>th</sup> July 2025	King's Head Theatre, London
Performances	11 <sup>th</sup> July-16 <sup>th</sup> August 2025	King's Head Theatre, London
Get Out	17 <sup>th</sup> August 2025	King's Head Theatre, London

### Responsibilities may include but will not be limited to:

- Leading the Stage Management team and coordinating responsibilities, schedules, and plots/tracks;
- Compiling and distributing show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports and timesheets;
- Liaising directly with the Production Manager, General Manager, all creatives, and other production departments to ensure excellent communication is maintained throughout the company;
- Leading on the pastoral management of the Company in conjunction with the General Manager;
- Acting as the main point of contact and liaison between the Producer and the company;
- Recording hours and submitting to the Producer timesheets for all performers, crew and Stage Management, and preparing the weekly Payroll;
- Managing CSM petty cash spending and reconciliation;

- Creating accurate production paperwork as required and working to ensure the efficient flow of information as necessary for the smooth running of the show;
- Ensuring the smooth running of rehearsals, technical and dress rehearsals, cover/understudy rehearsals, and performances, ensuring creative team and company are suitably supported;
- Leading on prop sourcing for the production in association with the Designers;
- Coordinating with the management of the backstage area during performances, including assisting with scene changes to ensure these take place safely;
- Ensuring an awareness of understudy and/or swing performances ahead of each show and making necessary adjustments, if any;
- Working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing;
- Maintaining confidential records of any instances of disciplinary action undertaken;
- Booking any transport and medical treatments as required by the company;
- Managing ticket requests from the company in association with the Producer; and
- Any other reasonable duty that would normally fall within the remit of a Company Stage Manager based on industry norms and practice.

Essential Skills and Experience:

- Previous experience as a CSM on a musical of this nature;
- Experience as a Company Stage Manager on a piece of new work;
- Excellent leadership skills and confidence managing a team;
- Excellent communication skills, and ability to liaise effectively with other departments;
- Excellent relationship and interpersonal skills and the ability to work well as part of a team;
- Ability to remain focused and calm when under pressure;
- Ability to adapt quickly and work to changed priorities and technical trouble-shooting in a fast-paced environment;
- Knowledge of current health and safety legislation; and
- Knowledge of current union agreements regarding hours and working practices.

### Desirable Skills and Experience

- Current First Aid training and certification.

Contract Dates: Contract to start from week commencing 9<sup>th</sup> June 2025 until 17<sup>th</sup> August 2025 inclusive.

Salary: £650-£750 per week depending on experience.

DEM Productions is an equal opportunities employer and is committed to a workplace that embraces diversity and inclusion. We particularly welcome and encourage applications from those currently underrepresented in our workforce.

To apply, please email [petra@demproductions.co.uk](mailto:petra@demproductions.co.uk) with your CV and expression of interest.

Please use the above email for any questions, or to request this job description in a format more suitable to your access requirements e.g. large print, audio recording.

Application deadline is **Monday 24<sup>th</sup> February 2025 at 5pm**. All candidates will be contacted to confirm the status of their application.