



Company Stage Manager

Job Description – July 2026

Rose Theatre are looking to recruit a Company Stage Manager to be part of our festive production of ***The Wind In the Willows*** this coming October – January 2027, who will have complete oversight of the production and be the key contact and manager for all company and staff. This role involves working with young people aged 11–19 alongside a professional cast. Working closely with the Lead Chaperone, the postholder will help create a positive, supportive, and enjoyable environment for the young people, ensuring they are well looked after and able to participate confidently throughout rehearsals and performances.

The role involves:

- To manage and take responsibility for the day-to-day running of the production
- To lead, schedule and manage rehearsals, technical and understudy rehearsal periods. Work collaboratively with the Producer, Lead Chaperone and Designated Safeguarding lead and other departments to ensure safeguarding considerations are incorporated into production planning, risk assessments and day-to-day operations.
- To ensure the welfare and safety of the company and staff at all times. Promoting a culture of safeguarding, inclusion and respect throughout rehearsals, performances and all production-related activities, ensuring everyone is treated with dignity and professionalism.
- To liaise extensively with the Producer, ensuring a smooth flow of information between Rose Theatre and the company and technical/Stage Management team.
- To control and oversee the running of all performances, ensuring that the agreed and established artistic and technical standards for such productions are maintained at all times.
- To directly manage and schedule the Stage Management team.
- To actively sign-post where pastoral, medical care or any safeguarding concerns is required for any member of the cast, stage management, technical staff or freelancers on the production. Following any organizational procedures in place.
- To arrange any medical treatment in liaison with the Producer and support and organise the weekly physio and welfare needs of the company.
- To liaise with the Associate Director to ensure the production stays at an excellent standard across the run.
- To supervise and arrange extra events such as filming, photo shoots, educational workshops, assisted performances, and any other contextual or publicity events as required, alongside the Producer and Marketing Manager.
- To manage the weekly timesheets for all performers and stage management on the production.

- To deal with any general prop and set maintenance that may be required and to be responsible for day to day maintenance of the set and props with Stage Management team.
- To carry out all other duties normally associated with the role of Company Stage Manager of a first-class play or musical.
- To create and encourage a supportive and positive backstage environment for the cast and crew.
- To be an active member of the team, working to support and assist staff in all other departments and providing support and assistance as needed.
- To represent the company with diplomacy, discretion and courtesy at all times, safeguarding all confidential information.
- To comply with all company policies and undertake any other reasonable duties as required by the Producer and Head of Production.
- Support the implementation of the Theatre's safeguarding policies and procedures, helping to maintain a safe environment for cast, crew, freelancers, visiting artists, volunteers, children, young people and adults at risk.
- Maintain appropriate professional boundaries and encourage a working culture in which concerns relating to welfare, bullying, harassment, discrimination or inappropriate behaviour can be raised safely and addressed appropriately.
- Complete mandatory safeguarding training and participate in refresher training as required, keeping knowledge of safeguarding legislation, guidance and organisational procedures up to date.

Person Specification

- Proven experience as Company Stage Manager (or Company Manager and Stage Manager) on large-scale productions or within a similar sized organisation.
- Proactive and energetic, able to work with commitment and dedication to find solutions.
- Able to demonstrate administrative efficiency, excellent focus and organisational skills.
- Computer literate with a good working knowledge of Microsoft windows.
- Strong interpersonal skills with the ability to manage creative individuals and lead and organise large teams. Experience working with young people would be a strength.
- Ability to work under pressure.
- An excellent communicator and listener. Empathic, fair, caring, firm, resilient, and with the



ability to manage creative individuals and large teams.

- A calm and practical approach to technical trouble-shooting.
 - Understanding and commitment to equity, diversity and inclusion.
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Terms & Conditions

Job Title:	Company Stage Manager
Responsible to:	Producer and Head of Production
Responsible for:	Performing Company, Young Company, Stage Management, Show
Basic Working Hours:	Average of 43 hours per week during rehearsals, 46 hours during performance weeks. Weekend and evening work will be required.
Work Base:	Lantern Arts, Raynes Park and Rose Theatre, Kingston KT1 1HL
Contract / Salary:	Uk Theatre /Equity Commercial Agreement based on 12 shows a week.
Benefits:	Contributory pension scheme. Two complimentary tickets for each of the summer season's lead productions. Staff discount at the theatre's café and local eaterys.
Annual Leave:	Due to the nature of this contract, successful applicants will not be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.
Notice Period:	1 month.
Probationary Period:	1 month.
To Apply:	Please send a covering letter and CV to recruitment@rosetheatre.org
Closing Date:	Sunday 9 th August 2026

Safeguarding: Rose Theatre is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff, freelancers and volunteers to share this commitment. The successful candidate will be required to work in accordance with the Theatre's safeguarding policies and procedures and undertake safeguarding training appropriate to the role. Depending on the nature of the production and engagement activities, the post will be subject to a satisfactory Disclosure and Barring Service (DBS) check.