

Job Description

Assistant Stage Manager (Book Cover) *Hamlet Hail to the Thief* Barbican Centre

Producer: ATC Music Group and TEG+
Executive Producer & Originating Theatre: Royal Shakespeare Company
General Manager: New Road Theatricals

Contract Type: Fixed Term Contract – Buyout based on SOLT/Equity West End Agreement

Duration: Full-time fixed term contract, starting from Monday, 28 September 2026 until Saturday, 23 January 2027

Fixed term contract dates are dependent on the production schedule and are subject to change and the Producer's right to give not less than two weeks' notice of closure of the production.

Some preparatory work and production meetings may be required prior to the start date and for the get-out after 23 January 2027. Exact dates and times to be mutually agreed.

The standard weekly performance schedule includes evening performances on Mondays to Saturdays at 7.45pm, with matinee performances on Thursdays and Saturdays at 2.30pm. There will be variances to this schedule at certain times including the preview period and the Christmas period.

Salary: Above Equity Minimum

Hours of Work: An average of 45 hours per week, normally worked over 6 days with one day off per week.

Holiday Pay: No holiday to be taken during the term of the engagement but holiday pay will accrue and be paid in line with the SOLT/Equity agreement at the end of the engagement.

Subsistence: If applicable, paid in accordance with the SOLT/Equity West End Agreement.

Responsible To: Company Manager, Stage Manager, General Managers

Co-created by Thom Yorke and celebrated directors Steven Hoggett and Christine Jones and following sell-out runs in Manchester and Stratford Upon Avon last year, **Hamlet Hail to the Thief** now transfers to London's Barbican Theatre for a strictly limited season from 31 October 2026.

Shakespeare's great tragedy and Radiohead's critically acclaimed album collide for a mesmerising live experience that fuses theatre, music and movement.

Key show dates:

- Rehearsals will commence on 21 September or 28 September 2026 in London
- Tech week will commence w/c 24 October 2026
- First Performance on 31 October 2026
- Opening Night on 12 November 2026
- Final Performance on 23 January 2027

All dates are subject to change.

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Venue:

Barbican Centre Theatre

Duties and Responsibilities

Rehearsals and Show Running

- Supporting the Stage Manager and wider Stage Management team in the smooth running of rehearsals, taking specific responsibility for props and furniture. To ensure rehearsal environments are set-up and maintained, as required, with the appropriate set, props, costumes and other effects necessary, with particular attention to prop requirements
- To act as a reliable and accurate Book Cover for the DSM in the rehearsal room as necessary
- To be responsible for the running of the show including the pre-show set-up and scene changes
- To regularly liaise with the Company Manager and Stage Manager about the state of props. Highlight when support from the Props Supervisor may be required and coordinating this in tandem with the Company Manager, Stage Manager and General Managers.
- To learn and cover all Stage Management tracks, including learning and keeping up to date with 'the book', and covering 'the book' as required.
- To provide stage management support for additional production activities, such as talks, insights, marketing/PR events and access performances.
- To maintain both hard-copy and electronic copies of cue sheets, and to create and maintain both hard-copy and electronic copies of the ASM bibles for props and show tracks
- To work with the Stage Manager to teach venue crew any tracks that they may be required to run in support of the production.
- Respond calmly and efficiently to live performances issues, including potential show stops.
- To work closely alongside any venue crew and house technical departments ensuring communication is smooth and relationships are positive to support the effective running of the show.

General Responsibilities

- To support the Company Manager on instilling an inclusive and anti-racist culture in rehearsals and during the run.
- To carry out careful observation and have an active involvement in all production related risk assessments
- To carry out all other duties normally associated with the role of Assistant Stage Manager (Book Cover) of a first-class production.
- 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 as required, and providing support and assistance to cover days off.
- To work collaboratively with other departments.
- To comply with the various policies of the Producer and the venue on Safeguarding, Social Media, Equal Opportunities, Harassment, Sustainability, Smoking, Alcohol, Drugs and Health and Safety.

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Barbican Centre

- To always comply with the Producer's policies and general operational standards and procedures (e.g. Licensing Laws, Equal Opportunities, Data Protection, Health and Safety, etc.)
- Supporting Producer's commitment to making its productions accessible to all, and its commitment to provide assisted performances.
- A commitment to diversity and inclusion and to creating a working atmosphere, in the rehearsal room and during the run, where all feel supported and empowered to deliver their best work.

Person Specification

- Experience of working in a similar role on a large-scale West End production or equivalent
- Experience of reliably covering "the book" on a busy, large-scale West End production or equivalent including the ability to read music and/or call "the book" to music.
- Experience managing and maintaining props on a large-scale show.
- Flexible and self-motivated with the ability to work well as part of a team.
- Ability to learn show plots and backstage tracks in a timely manner
- Ability to work under pressure and respond calmly to the unexpected demands of a large-scale production.
- Awareness of current Health & Safety legislation
- Proactive and energetic, able to work with commitment and dedication to find solutions
- Good communication and organisational skills.
- A desire to work in and uphold an actively anti-racist and inclusive working environment.
- Ability to handle confidential information with discretion.