



NEW VIC

Deputy Stage Manager
Information Pack
June 2025

Welcome

We are looking for an experienced Deputy Stage Manager to support the creation and delivery of great theatre.

The successful candidate will have demonstrable backstage experience in a professional or educational environment. A can-do attitude and a positive, flexible approach to the job role, work colleagues and peers is essential.

The New Vic works within the guidelines laid down by the Equity/UK Theatre Agreement for Actors and Stage Management. The working week is from Monday to Saturday and shall consist of 43 hours distributed across this time. As a busy producing house, it is expected that overtime will be incurred on production weeks. Sunday calls are very rare and will be paid at the appropriate overtime rate (see outline terms and conditions in this recruitment pack for full details).

The deadline for applications is **Friday 11 July 2025 at 1pm.** Applicants will be notified of the outcome of their application during **week commencing 21 July 2025.** Interviews will be held **weeks commencing 4 and 11 August 2025.** Expected start date is **week commencing 29 September.**

We hope that this pack will answer all your questions, but if there is anything else you would like to know about the role or working at the New Vic, please do get in touch on 01782 381371 or by email at recruitment@newvictheatre.org.uk



Department Information

The New Vic makes around eight in-house and co-produced shows each year with three or four being delivered by in house creatives and others working with freelance creatives. We also collaborate with partners to make shows jointly across venues. We usually have one show on stage, one in rehearsal, and two or three in pre-production and another two or three in planning. So this is a busy, highly-productive theatre.

The New Vic has a Stage Management department which consists of a Company Stage Manager, two Deputy Stage Managers, two Assistant Stage Managers and one Stage Assistant. All members of the Stage Management department help to deliver New Vic Productions, assist with incoming/visiting companies and one night events, and support the transformative work which our outreach and community development departments deliver.

Alongside the usual Stage Management duties, the team support the day to day running of the theatre buildings and operations supporting other departments as required to help manage over all workflow and productivity.



Deputy Stage Manager Job Description

Responsible to: Company Stage Manager & Head of Production

Responsible for: Assistant Stage Managers, Stage Assistant and Show Crew

Reports to: Company Stage Manager

Works in Conjunction with: Chaperones & Dressers

Purpose of the role

The Deputy Stage Manager is a key role in the success of every New Vic Production, delivering a positive and committed approach to work, supporting Creatives, Acting Companies, staff members and visitors to achieve the highest standard of work possible.

Responsibilities and duties

- To liaise with the Head of Production, the Company Stage Manager, Director, Designer and other members of the creative and production teams to obtain a thorough understanding of the relevant requirements of New Vic productions.
- To act as the point of contact between Director and Head of Production and other members of the production team.
- Liaising with the Director, acting company, production and other departments as required in order to arrange and monitor acting company calls.
- Preparation of rehearsal props, first calls, Marking up and maintaining rehearsal space in association with other members of the Stage Management team.
- Coordinating and running rehearsals.
- Being on the book for New Vic productions as required including preparing and maintaining the prompt copy during rehearsals and technical rehearsals and cueing performances.
- Preparation and distribution of rehearsal notes and calls.
- Operate rehearsal room equipment - zoom room, basic sound rig for playback, projector/TV screens for research or presentations etc.
- To attend production meetings and other meetings as required.
- To research and source props and to arrange for the borrowing, purchase or making of props as required.
- Assemble and maintain running lists, setting lists and costume lists for performance as required.
- Set up / re-set for performance, carry out pre-show checks and assist with running maintenance of props and settings for shows in performance.
- Completion and distribution of show reports.
- To be present at get-ins and fit-ups for New Vic productions as required by the Head of Production or Company Stage Manager.
- To occasionally carry out relevant duties as outlined above and undertake some Company Stage Manager duties at other venues to which New Vic productions / co-productions may transfer or tour.
- To assist with get-ins, fit-ups, get-outs and set strikes / restores to facilitate concerts and events as required.
- Assist with the maintenance and storage of the theatres stock furniture and properties as required.

- To run the floor on New Vic productions when another member of the Stage Management team is on the book, including carrying out scene changes, quick changes, occasional operation of flown scenic elements and operation of follow spots as required. This may include safe operation of fast traps and other scenic equipment to provide the relevant welcome and support for visiting companies advising on House Rules and safety policies as necessary.
- To assist with general maintenance of working areas and storage spaces.
- Assist in the rigging of drapes, floor cloths and other scenic elements and the operation of shows for rehearsals and performances in the Stephen Joseph Studio Theatre.
- Assist with fulfilling all relevant Health and Safety requirements, including COSHH documentation relevant to the materials used under the supervision of the Head of Production.
- Occasionally deputise for the Company Stage Manager in their absence. This may include running technical rehearsals and taking temporary responsibility for the department.
- Other related duties as may be required by the Head of Production or Company Stage Manager.



Person specification

These are the qualities we are looking for in our Deputy Stage Manager.

Essential Criteria

- Considerable experience working in a Deputy Stage Management role.
- Current full driving licence.
- Experience of sourcing props.
- Experience of working with professional casts, creatives, craft and production departments.
- Excellent communication and organisational skills.
- Ability to work well in a team.
- To have an organised and flexible approach to work.
- Ability to work and remain calm under pressure.
- Have experience of working on a variety of productions with a diverse range of groups and individuals of varying abilities and ages.
- Have the ability to work unsupervised and use initiative.
- Have excellent time keeping and problem solving skills.
- Remain calm and collected in high pressure and stressful situations.
- IT skills including a working knowledge of Microsoft Office applications, MS Teams and Zoom.
- A basic knowledge of lighting and sound equipment and their set ups.
- Ability and willingness to work unsocial hours including evenings, weekends and public holidays.
- A demonstrable interest in theatre.

Desirable Criteria

- Relevant Stage Management qualification.
- First Aid qualification.
- Knowledge of health and safety requirements.
- A working knowledge of Equity/UK Theatre sub rep agreement.
- Good prop making skills.
- Experience of driving vans.
- Experience of using Photoshop or equivalent software.
- Knowledge of COSHH requirements.
- Experience of building based work.

Deputy Stage Manager Role Information

Contract

The post of Deputy Stage Manager is offered on a full time, permanent basis.

Salary

In line with UK Theatre/Equity Agreement for Performers and Stage Management contracted by Subsidised Managers, the salary for the post is £561.60 per week (£29,203.20 per annum).

For anyone who lives over 25 miles from the theatre, subsistence of £235 per week will also be paid for the first 13 weeks of the contract.

Hours of Work

The normal hours are 43 per week to be worked flexibly across Monday to Saturday. The working day runs from 8.30am to 11.30pm with an overnight gap of at least 11 hours. This role involves working evenings and weekends as production schedules dictate. Sundays and public holidays calls are rare but may happen on occasion.

Your hours will be scheduled by the Company Stage Manager and in accordance with the UK Theatre/Equity Agreement for Performers and Stage Management contracted by Subsidised Managers.

Overtime shall be paid in accordance with the UK Theatre/Equity Agreement for Performers and Stage Management contracted by Subsidised Managers.

Holiday Entitlement

The holiday entitlement for this post is 24 days per annum plus bank holidays. The holiday year runs from 1 April to 31 March.

Probationary & Notice Period

The probationary period for this post is 6 months. The notice period during the probationary period is 2 weeks. Following successful completion of the probationary period the notice period is 4 weeks.

General

All eligible staff are automatically opted in for the New Vic's basic pension scheme under auto enrolment legislation. However, if you are a member of the Equity pension scheme, please do let us know.

All offers of employment are subject to the candidate being able to provide suitable proof of their eligibility to work in the UK and references.

*'Staffordshire's New Vic proves what a regional theatre
with ambition and imagination can do'.
The Guardian*

The New Vic is unique. The first purpose-built theatre-in-the-round in Europe and a ground-breaker in the integration of professional theatre-work with an extensive community and education programme, we make theatre that is valued by local audiences and recognised nationally and internationally.

We believe in the power of theatre to change lives. We also believe that everyone should have access to great theatre and on average 180,000 people visit the New Vic each year.

The New Vic has forged a national reputation for producing first class theatre. We have a full in-house creative team, including costume, scenic workshops, lighting, sound and design.

Our extensive community and education programmes reach over 25,000 people annually, with award-winning New Vic Borderlines, and New Vic Education departments ensuring we are key to the cultural life of the region. Alongside this the theatre leads Appetite, an Arts Council England Creative People & Places programme, to engage more people in Stoke-on-Trent and North Staffordshire in the arts.

The New Vic is a registered charity with a turnover of £5 million and operates thanks to a unique partnership between Arts Council England, Newcastle-under-Lyme Borough Council and Staffordshire County Council.



‘action thrills aplenty, from start to finish’
The Observer on *The Three Musketeers* (2024/2025)



‘a dark and dynamic production, ravishing in both senses’
The Guardian on *The Company of Wolves* (2024)



‘an entertainingly frightening ride’
The Stage on *The Haunting* (2024)



‘exemplary staging outdoes the original’
The Observer on *One Man, Two Guvvies* (2024)



the New Vic’s usual level of inventive stagecraft magic... makes this an
entertaining, attention-grabbing visual treat’
The Stage on *The Nutcracker: A Christmas Fairytale* (2023/24)



‘a sublime theatrical rabbit hole’ ‘Theresa Heskins matches the imagination of
Lewis Carroll with a theatrical inventiveness of her own’
The Guardian on *Alice in Wonderland* (2022/23)

Applying

The New Vic aims to attract, develop and retain the best talent for all roles and will always appoint based on merit. We consider that diversity is good for the art we make, good for artists, good for audiences, and good for the cultural sector.

The New Vic is an equal opportunities employer. We value diversity in our workforce and positively encourage applicants from all sections of the community, particularly applicants under-represented across the arts workforce, especially applicants with a disability, applicants who are LGBTQIA+ or applicants of African or Caribbean heritage, South, East and South-East Asian heritage or anyone who experiences racism.

How to apply

Please forward your CV and a covering letter giving a brief outline of why you think you would be suitable for this role and how your skills match the person specification.

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Email your CV and covering letter to recruitment@newvictheatre.org.uk using the subject line Deputy Stage Manager or post to Administration Department, New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG.

We want to make sure that our application process is accessible to everyone, so please do tell us if you need any of this information in another format (e.g large print, audio).





New Vic Theatre, Etruria Road, Newcastle-under-Lyme, Staffordshire, ST5 0JG Stoke-on-Trent & North Staffordshire Theatre Trust Ltd. Company registration number: 911924. Charity registration number: 253242. The New Vic Theatre operates thanks to partnership between the Arts Council England, Newcastle-Under-Lyme Borough Council and Staffordshire County Council.