

## **Panto Crew – Assistant Stage Manager (ASM) x 2**

<b>Job title</b>	Panto Crew: Assistant Stage Manager
<b>Location</b>	The Kenton Theatre, 19 New Street, Henley on Thames RG9 2BS
<b>Position reports to</b>	Technical Manager
<b>Responsible for</b>	None
<b>Contract type</b>	Freelance (Liability insurance provided by the theatre)
<b>Hours</b>	See below
<b>Salary</b>	£13 per hour

### **About The Kenton**

The Kenton Theatre is a stunning Georgian venue which first opened in November 1805 and is one of the oldest working theatres in the UK. Seating 240, the theatre today offers a varied programme of music, drama, dance, talks, comedy and family work and is regularly hired by a number of community groups and private events. Boasting over 230 performances a year, with an annual income of c£500k.

### **The Role**

We are seeking experienced and professional Assistant Stage Managers with great time keeping skills for our production of Snow White from the 10 - 30 December 2024.

You will assist the Stage Manager with the smooth running of the production and deliver an exceptional show from installation through to the end of the run whilst adhering to the health and safety protocols set out by the Stage Manager and the theatre's Technical Manager. You will be expected to participate in training, rehearsals, attend a dress run of the performance, and the build and break. Shifts are split equally during the run with another ASM plus providing cover for each other.

The show will run for approximately 2.5 hours including an interval. Crew will be paid for at least 4 hours per performance including prep for approximately 1 hour before the show and 30 minutes resetting/handover after.

Please note that due to the age of the building, the stage is accessible only by steps.

### **Main duties and responsibilities**

- Assisting the Stage Manager with the smooth running of the production.
- Assisting with the build and break of show.

- Assisting with preshow preparations including preparation of sets, props and costumes.
- Assisting actors with props.
- Responding to technical issues and emergencies as needed.

## Essential Skills & Experience

- Excellent timekeeping.
- Polite and helpful manner.
- Willing to get stuck in and assist in situations to ensure the smooth running of the show.
- Customer service experience.
- Experience either on or backstage in a theatre environment.

## Desirable Skills & Experience

- Previous stage management experience.

## Dates

The panto runs from the 10 - 30 December 2024, inclusive. Show shifts to be split with another ASM. You should be able to attend a minimum of half the show dates listed below plus all required dates (**marked in red**)

Paid training in November is available dependent on experience.

**10/12/24 – Build (required)**

**11/12/24 – Build (required)**

**12/12/24 – Build / Tech / Dress Rehearsal (required)**

**13/12/24 – Build / Tech / Dress Rehearsal (required)**

14/12/24 – Morning, afternoon and evening

15/12/24 – Morning, afternoon and evening

17/12/24 – Morning, afternoon and evening

18/12/24 – Morning and afternoon

20/12/24 – Evening

21/12/24 – Morning, afternoon and evening

22/12/24 – Morning, afternoon and evening

23/12/24 – Afternoon and evening

24/12/24 – Morning and afternoon

26/12/24 – Afternoon and evening

27/12/24 – Afternoon and evening

28/12/24 – Morning, afternoon and evening

29/12/24 – Morning and afternoon

30/12/24 – Morning and afternoon plus **evening get-out (required)**

## Application Process

If having reviewed this description and information you feel you are a suitable fit for the role, please email a CV and cover letter to: [recruitment@kentontheatre.co.uk](mailto:recruitment@kentontheatre.co.uk) ensuring that **Panto Crew – Assistant Stage Manager** is included in the subject line.

For further information please contact David Riley, Technical Manager at [technician@kentontheatre.co.uk](mailto:technician@kentontheatre.co.uk)

Deadline for applications: Friday 27 September 2024 at 5pm  
In-person interviews to take place: w/c Monday 30 September 2024