

Panto Crew: Temporary Assistant Stage Manager & Fly Crew

Reporting to: Technical Manager

About The Kenton

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £850k+. The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

Purpose of the Role

We are seeking crew to act on rotation in the roles of fly crew and Assistant Stage Managers for our production of Dick Whittington which runs from Sunday 30 November to Tuesday 29 December 2026.

You will support the Production Stage Manager with the smooth operation of productions both on stage and in the fly tower. Your role will rotate with 2 other Technicians across a schedule of two performances operating the flies and one show as Assistant Stage Manager according to the production needs. This includes:

- Working in pairs to raise and lower scenic elements
- Assisting with seamless set changes
- Supporting the cast with props
- Delivering an exceptional show from installation through to the final curtain, while strictly adhering to health and safety protocols set by the Stage Manager and Technical Manager

You will be expected to participate in training, rehearsals, attend a dress run of the performance and the build and break.

The show will run for approximately 2 hours including an interval. Crew will be paid for at least 4 hours per performance including prep for approximately 1.5 hours before the show and 30 minutes resetting/handover post show.

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

Main duties & responsibilities

General

- Assisting the Stage Manager with the smooth running of the production
- Raising and lowering the scenic elements of the show
- Assisting with build and break of show
- Assisting with preshow preparations including the positioning of cloths
- Assisting with preshow preparations including preparation of sets, props and costumes
- Assisting actors with props
- Responding to technical issues and emergencies as needed

Person Specification

Essential

- 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
- Physical strength to raise and lower scenic elements
- Car to be able to travel to the theatre

Desirable

- Previous fly operating experience
- Previous stage management experience

Dates

The panto runs from the 30 November - 29 December 2026 including building, rehearsals, performances and break (de-rig) with hours of approximately 30 per week, including during the Christmas week, with extra hours available during installation week.

Equality, Diversity & Inclusion

The Kenton is an equal opportunity employer and encourages applications from all backgrounds. Please let us know if you require any assistance during the application process.

Terms & Conditions

Salary:	£13.50 per hour
Hours:	Freelance Casual
Annual Leave:	n/a
Probation:	n/a
Contract type:	Freelance Casual
Location:	Kenton Theatre, 19 New Street, Henley-on-Thames, RG92BS
PPL & PLI:	PPE (Personal Protective Equipment) and PLI (Public Liability Insurance) will be covered by The Kenton.

Application Process

Please email a CV and cover letter to: recruitment@thekenton.org.uk ensuring that **Panto Crew: Temporary Assistant Stage Manager and Fly Crew** is included in the subject line. Please ensure you complete our Equal Opportunities form, which is available on our website, and send this together with your application.

For further information please contact David Riley, Technical Manager at david.riley@thekenton.org.uk

We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close these vacancies earlier than the deadline if successful candidates are appointed.