

PERTH
THEATRE

Assistant Stage Manager

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 125 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



What We Need

Job Title: Assistant Stage Manager

Status: Full-time freelance temporary contract (Equity)

Reports to: Stage Manager

Salary: £575 per week, plus applicable subsistence

Purpose of Role

To provide a high standard of stage management for our in-house production of *Sunset Boulevard: The Backstage Cut*, written and directed by Morag Fullarton

Organisational Relationships

Line Manager: Stage Manager

Key Relationships: Production Manager, Producer, Head of Costume, Head of Construction, Head of Technical Services and Deputy Stage Manager (DSM)

External Relationships: Visiting Directors, Designers and Performers

Location

Your principal location of work is Perth Theatre, Mill Street, Perth, and other locations as per the needs of the productions. You may be expected to work between both PTCH buildings and undertake other projects off site, including at our external theatre stores.

Duties and Responsibilities

- Liaise with production departments and acting company as required.
- Ensure rehearsal environments are prepared as required with the appropriate props and other effects necessary.
- Source and make props & furniture within timescales set down on the Company rehearsal notes, call sheets and technical schedules.
- Co-operate and assist in day-to-day scheduling and planning of all activities required as directed by the Stage Manager.
- Assist in making adaptations to the production as necessary.
- Read and interpret plans and sections with good knowledge of mark-out procedures.
- Provide DSM support where necessary, including attending rehearsals.
- Attend production meetings and provide regular progress reports and updates to the Production Manager and Stage Manager, alerting them to potential problems at the earliest possible stage.
- Manage and account for any petty cash float issued by the Stage Manager, documenting and recording any monies spent, keeping valid purchase receipts.
- Lift and move scenery, properties and all performance related equipment as necessary with the rest of the show team.
- Participate and be responsible for the preparation, running and maintaining of the show props and furniture.
- Keep an accurate weekly timesheet for yourself adhering to the Equity guidelines, to be authorised by the Stage Manager and informing the Stage Manager of any foreseen overtime at the earliest stage.

Person Specification

Essential skills & experience

- Experience working as an Assistant Stage Manager in a similar sized venue.
- Experience in prop sourcing.
- Experience in prop making and knowledge of a range of tools and materials used for prop making.
- Ability to work accurately with an eye for detail.
- Excellent organisation and communication skills, both written and verbal.
- Ability to work unsupervised and use initiative.
- Excellent timekeeping.
- Full driving licence.
- Ability to work under pressure, using tact, diplomacy and flexibility.
- Experience of working with a diverse range of creative and production personnel and performers.
- Knowledge of Health & Safety legislation and practices.

Desirable

- Working at Height
- Current First Aid at Work Certificate

Terms & Conditions

Contract type: Full time (43 hours per week)

Contract dates: 8 April 2026 to 19 May 2026 (6 weeks) *

*flexible working, as required by the production department, is essential.

Rate of pay: £575 per week plus any applicable subsistence.

Equal opportunities

We will consider all qualified applicants equally regardless of marital status, gender, sexuality, disability, age, colour, race, religion, nationality, ethnic or national origins.

How to Apply

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:

casting@perththeatreandconcerthall.com

If you would like further information about this role, please email our Production Manager, Marek Pomocki :

marekp@perththeatreandconcerthall.com

Closing date for applications: 22 February 2026

Interview dates: w/c 2 March 2026