

# TRINITY LABAN

## Company Stage Manager (Musical Theatre)

### Full-Time, fixed term

---

#### Contents

Page 2	<i>Advertisement</i>
Page 3	<i>Job Description</i>
Page 5	<i>Person Specification</i>
Page 6	<i>Conditions of Service Summary and Staff Benefits</i>
Page 7	<i>Information on Trinity Laban</i>

# TRINITY LABAN

## Company Stage Manager (Musical Theatre)

Contract: Full Time, fixed term

Salary: £35,064 to £41,433 p.a. (Including LWA)

*Trinity Laban Conservatoire of Music and Dance is a forward-thinking world-class Higher Education Institution. At the leading edge of music and dance training, we provide the highest quality specialist education, reflecting the increasingly collaborative world of artistic practice and supporting professional artists' lifelong career development.*

*A company stage manager in theatre is a crucial role responsible for the smooth operation of a production from rehearsals to performances. They act as a central point of communication, coordinating the various teams, managing schedules, and ensuring the well-being of the cast and crew.*

*As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.*

*Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.*

**Closing Date: 23:59 hours BST, 1<sup>st</sup> September 2025 (No Agencies)**

**Interview Date: Wednesday 17<sup>th</sup> September 2025**

*For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, Talent Resourcing and Organisational Development Officer on: [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk)*

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

# TRINITY LABAN

## Job Description

Post:	Company Stage Manager (Musical Theatre)
Department:	Musical Theatre
Reporting to:	Producer & Production Manager (Musical Theatre)
Grade:	Grade 6
Contract:	Full-Time, fixed term
Line management:	Producer & Production Manager (Musical Theatre)

### PURPOSE OF ROLE:

A Company Stage Manager is a multifaceted role that combines the responsibilities of a traditional stage manager and a company manager. Their primary purpose is to oversee the smooth and safe operation of a theatrical production, from rehearsals to performances, ensuring both the technical and artistic aspects run seamlessly. They act as a crucial link between the production team, the cast, and the management, often serving as the main point of contact for various departments. In essence, the Company Stage Manager is the glue that holds the production together, ensuring that the artistic vision is realized with technical precision and that the company operates as a cohesive and well-supported unit.

### Main duties

- **Rehearsal and Technical Management:**  
They manage and schedule rehearsals, technical rehearsals, and props, ensuring the production progresses as planned.
- **Show Running:**  
During performances, they call technical cues (as SM or DSM), manage the stage, and ensure the show runs smoothly and safely.
- **Communication:**  
They are the primary point of contact between the producers, production team, the director, designers, technical staff, and the cast.
- **Budget Management:**  
They will control theatre related budgets (i.e. Prop Budget) and assist with the production budget, particularly for smaller productions. They may be involved in tracking cast and crew hours and ensuring accurate accounting.
- **Company Welfare:**  
They are responsible for the well-being of the cast and crew.

# TRINITY LABAN

- **Health and Safety:**

They implement and oversee health and safety protocols during rehearsals, backstage and onstage, identifying hazards and contributing to risk assessments.

- **Emergency Response:**

They are prepared to deal with emergencies that may arise during rehearsals or performances.

- **Team Building:**

They foster a positive and collaborative atmosphere within the company, ensuring everyone feels supported and valued.

## **The Postholder must:**

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas travel from time to time*
- *At all times be committed to Trinity Laban's Equality and Diversity Policy.*
- *Adhere to all policies and procedures relating to Health and Safety in the workplace.*

## **Offers of Employment**

*All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.*

*If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.*

*Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.*

## **Referees**

*References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.*

## **Conservatoire Values:**

*All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.*

*All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

*Trinity Laban has a no smoking policy on its premises.*

# TRINITY LABAN

## Company Stage Manager Person Specification

<i>Criteria</i>	<i>Specification</i>	<i>E/D</i>	<i>Measured By</i>
<b><i>Education / Qualifications</i></b>	<i>A Stage management qualification and/or extensive SM experience.</i>	<i>Essential</i>	<i>Application</i>
	<i>Extensive Stage Manager, DSM, props management experience</i>	<i>Essential</i>	<i>Application</i>
<b><i>Knowledge / Understanding</i></b>	<i>A good knowledge and understanding</i>	<i>Essential</i>	<i>Interview</i>
	<i>Varied skills and abilities accepted, but good paper props desirable</i>	<i>Desirable</i>	<i>Interview</i>
<b><i>Personal Qualities</i></b>	<i>Patience, being calm under pressure and measured in response.</i>	<i>Desirable</i>	<i>Interview</i>
<b><i>Special Working Requirements</i></b>	<i>The CSM will be required to work weekends and evening on occasion throughout the academic year, TOIL is offered as recompense.</i>	<i>Essential</i>	<i>Interview</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

# TRINITY LABAN

## Conditions of Service Summary & Staff Benefits

<b>Contract:</b>	<i>Full-Time, fixed term</i>
<b>Hours:</b>	<i>35 hours per week, usually from 9.30 am to 5.30 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.</i>
<b>Location:</b>	<i>You will be based at the Laurie Grove site in New Cross but will also be required to work at the Laban building, Creekside, and at Blackheath Halls.</i>
<b>Salary:</b>	<i>The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29, £35,064 - £41,433 p.a., inclusive of a London Weighting Allowance of £4,259 p.a. Salaries are paid on the last working day of the month into bank or building society accounts.</i>
<b>Holidays:</b>	<i>25 days, in addition to Statutory, Bank and Public Holidays</i>
<b>Sick Pay:</b>	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
<b>Pension Scheme:</b>	<i>The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>
<b>Staff Development:</b>	<i>A range of Staff Development opportunities are available.</i>
<b>Library:</b>	<i>The Laban Library &amp; Archive and the Jerwood Library of the Performing Arts are available for use.</i>
<b>Car Parking:</b>	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
<b>Cafeteria:</b>	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
<b>Events:</b>	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
<b>Classes:</b>	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
<b>Eye Care:</b>	<i>Vouchers for eye tests are available for VDU users.</i>

# TRINITY LABAN

- Health:** *Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.*
- Cycle to Work:** *A cycle to work scheme is operated*
- Give as you earn:** *A give as you earn scheme is operated.*

## Information on Trinity Laban

**Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.**

*Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.*

*We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.*

*Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.*

*We work in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues. **To find out more, visit [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)***