

MELTING POT

Title:	Assistant Stage Manager (Book Cover)
Production:	The Curious Incident of the Dog in the Night-time
Location:	Birmingham Rep and UK Tour
Start Date:	Monday 27 th July 2026 (TBC)
End Date:	End of June 2027
Responsible to:	The Birmingham Rep and Melting Pot
Salary:	£700 p/w and Touring Allowance and travel paid as per UK Theatre/Equity

Birmingham Repertory Theatre and Melting Pot are looking for an **Assistant Stage Manager (Bookcover)**, for the UK Tour production of *The Curious Incident of the Dog in the Nighttime*, opening at Birmingham Rep the w/c 31st August 2026 followed by a UK Tour.

Production Details:

Chris Boone is gifted with a brilliant mind for numbers, but is unsettled by the unpredictability of people and everyday life. When a neighbour's dog is discovered killed, she finds herself under suspicion. Determined to prove her innocence, Chris becomes both detective and suspect, drawn into a mystery that grows darker and more complex with every clue she uncovers. What begins as the search for a culprit soon reveals secrets closer to home, forcing her to confront truths that will test her courage, her family, and her understanding of trust, independence, and the wider world.

Inventive, gripping, and moving, **The Curious Incident of the Dog in the Night-Time** combines the intrigue of a whodunnit with a powerful coming-of-age story in an unforgettable theatrical event. In the original play the lead character is male and called Christopher. This production is exploring changing the lead to a female identifying character.

This is the first UK non-replica revival of *The Curious Incident of the Dog in the Night-Time*. The play, adapted by Simon Stephens from Mark Haddon's best-selling novel, will be directed by Ned Bennett, designed by Eleanor Bull and co-produced by Melting Pot and the Birmingham Rep. It will rehearse in London and Birmingham and then open at the Birmingham Rep in September 2026 before embarking on a major UK tour until the following summer. We are looking for an outstanding stage management team to bring to life this new production.

Schedule:

- Prep Week London (TBC) w/c Monday 27th July 2026
- Rehearsals (London) w/c Monday 3rd August 2026
- Rehearsals (Birmingham) w/c Monday 24th August 2026
- First preview – Saturday 5th September 2026
- Show Lock – Tuesday 15th September 2026
- First UK Tour Venue – Woking, week commencing 21st September 2026
- End of contract – end of June 2027

There is likely to be an unpaid break for five weeks over the Christmas period.

Purpose of Job:

The Assistant Stage Manager (Book Cover) is responsible for communicating with the Company Stage Manager, Deputy Stage Manager, technical departments and venue staff to ensure a

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smooth running of all rehearsals and performances. They will learn and carry out tracks for the stage management department, be responsible for props maintenance, perform daily set up and pre-sets, and ensure the company are suitability supported. They will be responsible for covering the book and regularly calling performances.

Experience working on a similar scale production is required.

Duties and Responsibilities include (but not limited to):

1. Be responsible for running a backstage ASM plot during performances, including pre-show set-up, safety checks, scene changes and post-show pack-downs, to the standard expected on a first-class play.
2. Liaise with the Stage Manager regarding the state of props, coordinating this as required with the Company Stage Manager and General Manager.
3. Work with the Stage Manager and Assistant Stage Manager to teach local crew and Swing Techs any tracks they may be required to run in support of the production.
4. Learn and cover the DSM role, including learning and maintaining 'the book', and providing cover as required.
5. Be responsible for the running of the shows, including all pre-show set-up and scene changes.
6. Work closely with the Stage Management team and Directing Department to ensure the rehearsal room or stage is set up and maintained as required prior to rehearsals, with all necessary set, props, costumes and effects, with particular attention to prop requirements.
7. Provide cover for the DSM in the rehearsal room and during rehearsal calls when necessary.
8. Be an active member of the touring team, supporting and assisting staff in other departments where required.
9. Participate in maintenance calls with Stage Management to maintain the high standards of the production.
10. Maintain both hard-copy and electronic cue sheets, and create and maintain hard-copy and electronic ASM bibles for props and show tracks.
11. Make petty cash purchases as required and account for expenditure, obtaining VAT invoices or receipts where possible for any hires and purchases, with approval from the Stage Manager.
12. Carry out careful observation and take an active role in all production-related risk assessments.
13. Be diligent in identifying maintenance issues, reporting them to the relevant department and attending stage maintenance calls when required.
14. Complete accurate timesheets.
15. Attend production meetings, rehearsals, calls and performances as required.
16. Be mindful of company members with additional needs, including autistic performers.
17. Be comfortable working around dogs, which may be present in rehearsals and performances.
18. Comply with all Producer and venue policies on Social Media, Equal Opportunities, Harassment, Smoking, Alcohol, Drugs and Health and Safety.
19. Carry out any other duties reasonably required in the course of your work or as instructed by the General Manager or Company Stage Manager.

Person Specification:

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- Proven experience as an Assistant Stage Manager working on a similar scale production is required.
- Strong organisational and communication skills.
- Someone with the ability to work well on their own and as part of a team.
- The ability to remain calm under pressure, with a flexible and proactive attitude and an understanding of what is required to maintain a consistent high production standard.
- A commitment to equity, diversity and inclusion.
- A full awareness of the need for integrity and confidentiality.

To Apply

Please submit your CV to recruitment@mpot.co.uk by 12pm by Thursday 26th March 2026.

We are also recruiting for this role on the following productions:

- *Paranormal Activity* - West End
- *The Truth* – West End
- *Paranormal Activity* – UK Tour

If you would like to be considered for multiple productions, then please indicate which ones in your application email.