

MELTING POT

Title:	Company Stage Manager
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:	£1,000 p/w and Touring Allowance and travel paid as per UK Theatre/Equity

Birmingham Rep and Melting Pot are looking for a **Company Stage Manager**, for the UK Tour production of ***The Curious Incident of the Dog in the Night-time***, 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:

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The Company Stage Manager represents the Producer to the company and to the venue. The Company Stage Manager facilitates the smooth running of the production at the venue and is the key point of contact between the venue and the company. All members of the team ultimately report to the Company Stage Manager.

Duties and Responsibilities include (but not limited to):

1. Managing all employed personnel on the production, facilitating an excellent relationship between the producing management and the company, dealing with day-to-day issues and working with the General Management team on larger issues to ensure the fair and smooth running of the production.
2. Support company members with additional needs, including autistic performers. Training and guidance will be provided.
3. Be comfortable working around dogs, which may be present in rehearsals and performances.
4. Controlling the running of all performances, ensuring that the agreed and established artistic and technical standards are always maintained. Leading the cast, creative and technical teams to ensure that the production is executed successfully.
5. The ability to cover for certain members of the stage management team as necessary.
6. Acting as an information and contact point between the acting company, technical departments, theatre management & production departments.
7. Have a general responsibility for the personal welfare of the performing company.
8. Scheduling rehearsals with the creative team. Ensure that all rehearsals are run in a smooth and efficient manner and that any relevant information on the production as it develops in the rehearsal is accurately and comprehensively communicated to relevant parties. Lead on the organisation of any on-stage rehearsals for the company and local crew for the Production.
9. Ensuring that Heads of Department have scheduled working times for their departments in accordance with the relevant union agreements and distributed call-times to each individual. The Company Stage Manager will schedule the hours of the stage management department.
10. Work within the parameters of the Health and Safety Policy/Risk Assessment and method statement ensuring yourself and the technical departments are aware of the importance of this document and policy.
11. Making sure that the production is following the UKT/Equity and UKT/Bectu Agreements as relevant.
12. Completing payroll, petty cash and timesheets weekly for submission to the General Management office.
13. Producing and/or monitoring rehearsal reports and show reports with the stage manager and ensure they are distributed each night directly following the performance. The Company Stage Manager may be responsible for sending out Show Reports.
14. Informing the production office of any day-to-day changes of staff, illness, absence or any behaviour that might jeopardise the smooth running of the production and keep a record of absences/sickness/injuries.
15. Complete the accident forms and sending/filing copies of incidents to the General Management office promptly.
16. Co-ordinate press/publicity activities in conjunction with the General Manager and PR company.
17. Keep a record of up-to-date information of all local knowledge including doctors, physios, A&E, chemists, and pharmacies.

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18. Help coordinate the company members during get ins, conduct venue familiarisations, and assign dressing rooms.
19. Coordinate & booking physiotherapy sessions with on road physio.
20. Book tickets directly with the theatre as required and as approved by the General Manager.
21. To comply with the various policies of the Producer and the venue on social media, Equal Opportunities, Harassment, Smoking, Alcohol, Drugs and Health and Safety
22. Any other duties may be reasonably required in the course of your duties or as instructed by the Producers from time to time.

Person Specification:

- Proven experience as a Company 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.