

Job Title: **Assistant Stage Manager (Book Cover)**

Production: **One Day**

Location: **Garrick Theatre**

Start Date: **Monday 5th October, 2026**

Responsible to: **Company Manager, Stage Manager**

Salary: **2026-2027 SOLT/Equity Minimum (Category C Theatre)
plus overtime & additional payments as applicable**

Melting Pot are looking for an **Assistant Stage Manager (Book Cover)**, for the West End production of **One Day**, opening at the Garrick Theatre later this year.

Production Details:

A breathtaking new musical based on the global best-selling novel.

Emma walks into Dexter's life on the night of their graduation. One unsuspecting day that changes them both forever. But where will they be on this day next year? And the year after that? And every year that follows?

As Em and Dex's lives intertwine through joy and heartbreak, missed opportunities and second chances, they navigate love, ambition, and the unpredictable twists of life.

The story which has touched millions is brought to life like never before in the life-affirming One Day - The Musical, capturing the intensity of youthful romance, the moments that define us forever, and the enduring hope that love will find its way.

Schedule:

- Rehearsals from **Monday 5th October 2026**
- Get In from **Monday 2nd November 2026**
- Technical Rehearsals from **Monday 9th November 2026**
- First Preview – **Tuesday 17th November 2026**
- Press Night – **Thursday 10th December 2026**

During previews, the performance schedule will be Monday - Saturday.

From w/c 1st December 2026, the performance schedule will be Tuesday-Sunday. This will include Thursday and Saturday matinees, with Sunday performances at 3pm. There are select two show Sundays (with performances at 2pm and 7pm) scheduled. Please note there are variations to the regular schedule over the Christmas and New Year period.

A full performance schedule will be supplied at point of contract.

Purpose of Job:

The purpose of the **Assistant Stage Manager (Book Cover)** is to be responsible for communicating with the stage management department, technical departments and venue staff to ensure a 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.

Duties and Responsibilities:

- To be responsible for the running of the show ASM plot, including the pre-show set-up and scene changes.
- To ensure rehearsal environments are set-up and maintained as required with the appropriate set, props, costumes, and other effects necessary, with particular attention to prop requirements.
- To cover for the DSM in the rehearsal room as necessary.
- To liaise with the Stage Manager about the state of props and coordinating this in tandem with the Company Manager and General Manager.
- To learn and cover all Stage Management tracks, including learning and keeping up to date with 'the book', and covering 'the book' as required.
- To maintain both hard-copy and electronic copies of cue sheets, and to create and maintain both hard-copy and electronic copies of the ASM Bibles for props and show tracks.
- To make petty cash purchases upon approval and account for expenditure, obtaining where possible VAT invoices for any hires and purchases put through on petty cash.
- To carry out careful observation and have an active involvement in all production related risk assessments.
- To comply with the various policies and general operational standards of the Producer and the theatre including but limited to those on social media, equal opportunities, harassment, smoking, alcohol, drugs, data protection and health and safety.
- To be an active member of the team, working to support and assist staff in other departments and where necessary from time to time carrying out any other duties as may be reasonably required as requested by the Producer, General Manager and Company Manager.
- To carry out all other duties normally associated with the role of Assistant Stage Manager on a first-class production.

To Apply:

Please submit your CV to recruitment@mpot.co.uk . Applications will be considered on a rolling basis.