

Job Title:	Assistant Stage Manager (Book Cover)
Production:	The Truth
Location:	Apollo Theatre, 31 Shaftesbury Avenue, London, W1D 7EZ
Start Date:	Monday 11 th May 2026
End Date:	Saturday 12 th September 2026
Responsible to:	Melting Pot
Salary:	£800 per week

Melting Pot are looking for an **Assistant Stage Manager (Book Cover)**, for the West End production of *The Truth*, opening at the Apollo Theatre the w/c 8th June 2026.

Production Details:

Two couples. A tangle of secrets. And a truth nobody is ready to face.

From Oscar-winning writer **Florian Zeller** comes ‘**a funny and devious must-see**’ (The Guardian).

The Truth is a wickedly entertaining comedy where trust is fragile, loyalty is negotiable, and everyone has something to hide. This star-driven revival of the Olivier-nominated play peels back the lies we tell the people we love, and the ones we tell ourselves...

Starring Tony Award-nominated **Stephen Mangan** returning to the London stage, alongside comedy icon **Ardal O’Hanlon** (Father Ted, My Hero), **Sarah Hadland** (Miranda, The Job Lot), and double Olivier Award-winner **Janie Dee**, The Truth runs in the West End for a strictly limited 14-week season.

Schedule:

- Rehearsals (London) from w/c Monday 11th May 2026
- Fit-up/Technical Rehearsals from w/c Monday 1st June 2026
- First preview – Tuesday 9th June 2026
- Press Night – Wednesday 24th June 2026
- End of run – Saturday 12th September 2026

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 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 suitably 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 Deputy Stage Manager regarding the state of props, coordinating this as required with the Company Stage Manager and General Manager.
3. Learn and cover the DSM role, including learning and maintaining ‘the book’, and providing cover as required.

4. Be responsible for the running of the shows, including all pre-show set-up and scene changes.
5. 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.
6. Provide cover for the Deputy Stage Manager in the rehearsal room and during rehearsal calls when necessary.
7. Be an active member of the team, supporting and assisting staff in other departments where required.
8. Participate in maintenance calls with Stage Management to maintain the high standards of the production.
9. Maintain both hard-copy and electronic cue sheets, and create and maintain hard-copy and electronic ASM bibles for props and show tracks.
10. 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 Company Stage Manager.
11. Carry out careful observation and take an active role in all production-related risk assessments.
12. Be diligent in identifying maintenance issues, reporting them to the relevant department and attending stage maintenance calls when required.
13. Complete accurate timesheets.
14. Attend production meetings, rehearsals, calls and performances as required.
15. Comply with all Producer and venue policies on Social Media, Equal Opportunities, Harassment, Smoking, Alcohol, Drugs and Health and Safety.
16. 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:

- 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 on Thursday 26th March 2026.

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

- *Paranormal Activity* - West End
- *Paranormal Activity* - UK Tour
- *The Curious Incident of the Dog in the Night-Time* - UK Tour

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