



REGENT'S PARK  
**OPEN AIR**  
THEATRE

Recruitment Pack

# **ASSISTANT STAGE MANAGER - CATS**



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# ABOUT US

**Established in 1932, the multi-award-winning Regent's Park Open Air Theatre is one of the largest theatres in London (at a capacity of 1,304). Passionate about producing popular, enriching and unexpected theatre that provides a lens into the here and now, the scale and ambition of our productions together with our magical outdoor setting, makes us unique in the capital's cultural landscape. In 2025 we welcomed just under 177,000 people to our 20-week summer season.**

**Drew McOnie assumed the role of Artistic Director in January 2024, and James Pidgeon was appointed Executive Director in 2021.**

Over the last sixteen years, our productions have won ten Olivier Awards, ten WhatsOnStage Awards, and four Evening Standard Awards. We were named London Theatre of the Year in 2017 by The Stage, and received the Highly Commended Award for London Theatre of the Year in 2021. Our productions have toured the UK and have transferred to both the West End and the United States. Our 2016 revival of *Jesus Christ Superstar* has just finished tours of the UK, North America and Australia. Our Olivier Award-winning revival of *Fiddler on the Roof* transferred to the Barbican Centre in May 2025 ahead of a major tour of UK and Ireland through to January 2026.



**REGENT'S PARK OPEN AIR  
THEATRE IS A MAGICAL  
SANCTUARY FROM THE HUSTLE  
AND BUSTLE OF THE CAPITAL.**

The Times

As a registered charity that receives no regular public subsidy, we rely entirely on earned income and charitable contributions. Nevertheless, we have maintained 36,000 tickets at £15 across the whole of 2025's summer season, our BREEZE scheme enables those aged 18-25 to buy tickets for £10, and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils.

Food and drink plays a significant role in the Open Air Theatre experience, with our in-house bars and restaurants including Covered Dining, The Grill and The Pizza Oven. We also have our own picnic lawn and the West End's longest bar!

Regent's Park Open Air Theatre has become one of the most independently sustainable and financially successful producing theatres in the country, and we're proud to embark on the next stage of our vision with ever-increasing artistic ambition and entrepreneurial spirit.



**REGENT'S PARK OPEN AIR THEATRE IS FAST BECOMING THE NEW POWERHOUSE FOR EYE-OPENING MUSICAL REVIVALS.**

Broadway World



# OUR VISION, MISSION & GUIDING VALUES

## VISION

To help people make sense of the world under a shared sky.

## MISSION

Celebrating our unique and experiential outdoor setting, we create popular, enriching and unexpected theatre that provides a lens into the here and now.

## GUIDING VALUES

Ambitious  
Open  
Independent  
Connected  
Joyful

## UNDERLYING PRINCIPLES

01 **Equity, Diversity & Inclusion**

03 **History & Heritage**

02 **Environmental Sustainability**

04 **Civic Responsibility**

## STRATEGIC PRIORITIES

01 **Producing Expansion**

02 **Developing Audiences & People**

03 **Organisational Growth**

# JOB ROLE

## KEY RESPONSIBILITIES

**Regent's Park Open Air Theatre is seeking an experienced and highly organised Assistant Stage Manager for our 2026 production of CATS.**

**This role covers two distinct phases of the production's life:**

- the Regent's Park run, working within the producing and operational structure of the Open Air Theatre;
- and the subsequent UK tour, where the successful candidate will continue with the production as Assistant Stage Manager, providing continuity between the original production and touring company.

Applicants must therefore be available and committed to the full engagement across both the Regent's Park run and the UK tour.

The role will involve working within the unique demands

of an outdoor theatre environment, including performances affected by weather conditions and live operational changes.

### **Contract Period**

**Regent's Park Open Air Theatre:** 15 June – 20 September 2026

This contract will be issued by Regent's Park Open Air Theatre.

**UK Tour (essential continuation):** w/c 21st September 2026 – Rehearsal Week TBC - 28th September 2026 – 20th June 2027

The touring contract will be issued separately by **Lloyd Webber Harrison Musicals**, with full touring dates and terms shared with shortlisted candidates.

**Continuation onto the tour is a fundamental requirement of this appointment.**

### **Regent's Park Open Air Theatre (June–September 2026)**

#### **Rehearsals and Production Period**

- Ensure rehearsal environments are set-up and maintained as required with the appropriate set, props, costume, and other effects necessary.
- Attend rehearsals and support the smooth running of the

rehearsal process, with particular responsibility for props maintenance.

- Liaise with the Stage Manager about the state of props and illusions, highlighting when attention from the Props Supervisor, Head of Stage or Production Manager may be required.
- Learn and perform an active stage track during technical rehearsals and all performances.
- Learn and maintain emergency cover knowledge for Stage Management tracks, including cover for 'the book' where required.
- Work with the Stage Manager to train and support venue crew in any production tracks required to support the running of the show.
- Work alongside venue crew, ensuring communication is smooth and working relationships remain positive and collaborative.
- Work collaboratively with all departments to support the smooth running of rehearsals, performances, get-ins and get-outs.
- Be an active and supportive member of the team, assisting staff across departments when required.

## **Administration**

- Create and maintain both hard-copy and electronic copies of cue sheets and ASM paperwork for props and show tracks.
- Make petty cash purchases as required and account for expenditure, obtaining where possible VAT invoices for any hires and purchases put through on petty cash.

## **Health & Safety and Pastoral**

- Support the Stage Manager and Company Manager during weather holds, pauses and operational changes in line with house policies and procedures (training and support will be provided).
- Comply with the company policies on Safeguarding, Social Media, Equal Opportunities, Harassment, Sustainability, Smoking, Alcohol, Drugs, and Health and Safety.
- Carry out careful observation and have an active involvement in all production-related risk assessments and their implementation.
- Support Regent's Park commitment to making its productions accessible to all, including assisted performances

- Demonstrate a commitment to equity, diversity, inclusion and access, contributing to a working environment where all staff feel supported and empowered to deliver their best work.

### **UK Tour (September 2026 – June 2027)**

- With the Company Manager, act as a point of continuity in the Stage Management team between the Regent's Park production and the touring production.
- Continue to deliver the responsibilities associated with the Assistant Stage Manager role, adapting working practices as required for a large-scale touring production operating across multiple venues.
- Support the maintenance of production standards and backstage systems throughout the tour period.
- Assist with the smooth delivery of get-ins, fit-ups, get-outs and venue changeovers throughout the tour.
- Support Stage Management and other touring staff during venue moves and touring logistics.
- Carry out any other duties reasonably associated with the role of Assistant Stage Manager on a first-class musical or touring production.

# PERSON SPECIFICATION

**At Regent's Park, the Assistant Stage Manager will work closely with the Producing, Production and Stage Management teams to support rehearsals and performances within our unique outdoor environment.**

**On tour, the Assistant Stage Manager will continue in the delivery of their key responsibilities, adapting working practices as required for a large-scale touring production. They will also act as a key point of continuity between the Regent's Park and touring Stage Management teams.**



**ONE OF THE GREAT UNDERSUNG THEATRICAL SUCCESS STORIES, PACKED WITH AWARDS, AS WELL AS MOUNTING CRITICAL AND AUDIENCE ACCLAIM.**

Evening Standard

## Essential

- Experience of working as an Assistant Stage Manager on a large-scale musical or comparable professional production.
- Previous experience working on touring productions.
- Previous experience working with props.
- Awareness of current Health & Safety legislation and backstage safe working practices.
- Flexible and self-motivated with the ability to build positive working relationships with actors and other theatre staff.
- Excellent interpersonal skills with a collaborative and supportive approach to working.
- A proactive and practical, solution-focused approach to problem-solving and technical trouble-shooting.
- Ability to work calmly and effectively under pressure.
- Good communication and organisational skills.
- Ability to adapt quickly and work effectively within changing venues and touring environments.
- Ability to handle confidential information with discretion.
- Availability for and commitment to the full contract period, including the complete UK tour.
- A passion for Regent's Park Open Air Theatre and the work we produce.



- An understanding and commitment to equity, diversity, inclusion and access.

# TERMS & CONDITIONS

## **Job Title:**

Assistant Stage Manager

## **Responsible to:**

Director of Technical and Production and  
Director of Producing and Administration

## **Working closely with:**

Stage Management, Production Management,  
Acting Company, Creative Team, Musicians and  
all production and technical departments

## **Contract:**

Full-Time

Fixed-Term at Regent's Park from 15 June –  
20 September 2026. Then on tour from 21  
September 2026 – June 2027.

## **Basic Working Hours:**

43 hours per week across 6 days (Monday–  
Saturday). Some Sunday working as well as  
regular weekend and Bank Holiday working will  
be required.

The role will require regular work in the evenings and at weekends, as well as on Bank Holidays.

## **Work Base:**

Regent's Park Open Air Theatre, Stage Door, Open Air Theatre,  
London, NW1 4NU.

## **Salary:**

At Regent's park £660 per week, paid weekly via PAYE. Negotiable with **Lloyd Webber Harrison Musicals** for the tour.

## **Benefits:**

Contributory pension scheme.

Two complimentary tickets for each of the summer season's lead productions.

Staff discount at the theatre's bar and catering outlets.

Training and development opportunities.

Access to external wellbeing and therapy service.

## **Annual Leave:**

Due to the nature of this contract, the successful candidate will not be able to take holiday during the contract unless required by us; payment in lieu of unused holiday entitlement will be made at the end of the contract.

## **Notice Period:**

1 month

## **Probationary Period:**

1 months

# HOW TO APPLY



## To apply for this role:

Please download and complete the Personal Details Form from [our website](#), and return with a copy of your CV and cover letter to [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com) by no later than **10am on Monday 26th May**.

Should you prefer to submit a video of yourself (lasting no more than 10 minutes) or a voice note (lasting no more than 10 minutes) instead of a written form, then please do.

First Round interviews are currently scheduled to take place on **Friday 29th May**. We will notify you either way if you have been selected for interview or not.

Feedback will be provided to all first round interviewed applicants on receipt of a written request no later than 1 week after the date of interview. We regret that due to the volume of applications expected feedback cannot be provided to applicants who aren't invited to interview.

**Should you have access requirements or need any barriers removing in order to apply for this role and/or attend an interview, please e-mail [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com).**

Regent's Park Open Air Theatre is an equal opportunities employer, and our recruitment process is open to

all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socioeconomic background. Our aim is to achieve greater diversity so that our organisation better reflects the society in which we live and work, and to foster an organisational culture that is inclusive, respectful and safe. We welcome and encourage applications from people of all backgrounds, perspectives, identities and lived experiences, and in particular those of the global majority and those who are disabled.

Regent's Park Open Air Theatre is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. Successful applicants may be asked to undertake an Enhanced DBS check, dependent on the requirements of the role.

**Please click the following link to complete [this anonymous survey](#) which will help us to effectively monitor our Equity, Diversity & Inclusion work by identifying barriers to working or engaging with Regent's Park Open Air Theatre. Your responses will remain separate to your application and will be anonymised and kept confidential.**

**<https://www.surveymonkey.com/r/Y7V7PJS>**

