



Assistant Stage Manager Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera. Working across our creative centres in London and Greater Manchester, we take a fresh, inspiring approach to opera that reflects the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company. Across London and Greater Manchester, we develop new artistic ideas, commission and create ambitious new work, nurture talent and help shape the future of opera.

We are a world-class national company recognised internationally for the standard of our work, with creative centres in London and Greater Manchester.

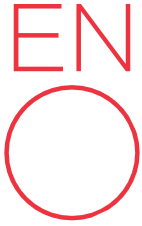
We nurture talent at every stage of the creative journey, supporting artists, creative practitioners, young singers and future creative professionals to develop and build outstanding careers.

We connect people through world-class opera alongside ambitious learning, participation, creative health, artist development and skills programmes that enrich lives and strengthen communities.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, across Greater Manchester, throughout the UK and internationally.

Across both creative centres, we create productions and creative experiences for the widest possible audiences, introducing new audiences to the magic of opera at the London Coliseum, across Greater Manchester, throughout the UK and internationally..

We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.



Assistant Stage Manager

Summary

The Assistant Stage Manager is a key member of the English National Opera Stage Management Department, working under the direction of the Head of Department alongside permanent and freelance colleagues. As part of a stage management team, the postholder will provide high-quality support across ENO productions, including main-stage opera, concerts and performances in external venues.

The role requires a proactive and solutions-focused individual with experience of managing stage management tracks and coordinating backstage activity on large-scale productions. The Assistant Stage Manager will play an integral role throughout rehearsals, technical periods and performances, helping to ensure the safe, efficient and consistent delivery of productions to the highest artistic and operational standards.

Working closely with creative and technical teams, cast, chorus, orchestra and visiting artists, the postholder will demonstrate excellent communication, organisational and problem-solving skills. They will be responsible for coordinating cues, managing props and backstage activity, maintaining accurate production documentation, and cueing confidently from a full musical score to support the successful delivery of performances.

Contract

Freelance fixed term contract
05/10/2026-15/11/2026

Reports to

Head of Stage Management

Salary

£44,000 per annum pro rata

Location

London Coliseum & other locations as required

Hours

44 hours per week averaged across the contract

Assistant Stage Manager

Key Responsibilities

Preparing for Rehearsals

- Familiarising yourself with the opera/piece of music to be rehearsed and performed
- Acquiring a broad understanding of the technical aspects of the production as briefed by the Stage Manager
- Attending pre-production or props and costumes meetings
- Familiarising yourself with the props from props lists and diagrams in conjunction with the Props Supervisor
- Familiarising yourself with costumes that will be supplied for use in the rehearsal studio in conjunction with the Costume Supervisor

Rehearsals

- Playing an active role in the completion of the rehearsal room mark up
- Assisting the Stage Manager to ensure that rehearsal set pieces are correctly positioned
- Positioning adequate desks and chairs for the creative team, conductor, music staff, chorus and stage management team
- Assisting in the setting up the rehearsal room utilities such as tea and coffee facilities
- Taking a lead in organising the rehearsal/production props in collaboration with the Props Supervisor and Senior Running Props Technician
- Taking a lead in organising the rehearsal/production costume items in collaboration with the Costume Supervisor
- Receiving a briefing on the location of any first aid equipment available and the fire procedures of any rehearsal venue
- Playing a key role in ensuring that the rehearsal room is a safe working environment for all staff members in line with ENO's Health and Safety policy by reporting any concerns to the Stage Manager

Assistant Stage Manager

Key Responsibilities

Rehearsal Period

- Running and plotting a designated wing as assigned by the Stage Manager
- Creating and delivering musical cues for cast members, prop and stage technicians pertinent to your specific track
- Maintaining an up to date and clearly annotated score, containing cueing, prop and costume information
- Ensuring that the correct props and costumes are available for each rehearsal, and assisting cast members with props and costume items
- Taking a lead in receiving and disseminating all information about props in the rehearsal room
- Creating and sharing a props plot prior to moving on stage
- Playing a key part in facilitating the transfer of all information between the rehearsal room and ENO departments through rehearsal notes, production meetings and by any other means
- Abiding by any safety procedures specified within the rehearsal room risk assessment, ENO's Fire and Emergency procedure and Health and Safety policy including reporting all accidents, injuries and near misses within the rehearsal studio.

Technical Rehearsals

- Running a designated wing and leading on the coordination of cast, prop, costume and technical cues in that wing in conjunction with the Stage Manager
- Liaising with the technical teams to ensure that technical cues are anticipated and delivered in good time
- Ensuring that the correct props and set pieces are in place for the rehearsal or lighting of specific scenes by overseeing the presetting of stage technicians and prop technicians
- Walking for lighting sessions
- Playing a part in implementing any safety procedures specified within the stage technical rehearsals risk assessment, ENO's Fire and Emergency procedure and Health and Safety policy including reporting all accidents, injuries and near misses on stage or within in the wings
- Working in conjunction with orchestral management and music staff to ensure the safe and appropriate positioning of any off-stage choruses, musicians or conductors
- Attending technical notes sessions at the end of the last technical session of each day
- Producing an Assistant Stage Manager's running list detailing the particulars of the track necessary for a cover to work from or to be used in the case of a production revival
- Taking a lead in providing logistical support and stage management presence where possible in cover rehearsals; ensuring that rehearsal props, costume and set pieces are provided and collected from various rehearsal venues

Assistant Stage Manager

Key Responsibilities

Productions

- Ensuring that the artistic vision of the creative team is preserved and maintained throughout the run of performances by the reliable reproduction of your track
- Upholding high production standards by overseeing the tracks of the running prop and stage technicians, noting mistakes and communicating these to the Stage Manager
- Facilitating the wellbeing of cast and chorus during performances
- Following the ENO's Show Stop and Evacuation procedure in the case of a performance needing to stop or the building needing to be evacuated
- Playing a role in ensuring that all safety procedures specified within the final production risk assessment, ENO's Fire and Emergency procedure and Health and Safety policy are observed including the reporting all accidents, injuries and near misses on stage or within in the wings

Recording and Documenting Productions

- Ensuring that all production paperwork created by you is completed, updated and accessible to ENO
- Returning a well-kept running score with current and legible information to the Music Library
- Collating and sharing information as part of the formal production debrief meeting

Other Responsibilities

- Providing stage management support for a variety of ENO projects. These could range from concerts and performances at outside venues, to ENO Engage workshops and projects or Development and Marketing events
- Providing stage management support for any specified London Coliseum performances or events. This may include projects where you are involved from the rehearsal room onwards or may include in-house stage management support for visiting companies at performance stage only
- Participating in training and development activities as required by ENO. These may include training in health and safety, first aid, IT and computer literacy, equality, diversity and inclusion, and other areas relevant to the role
- Managing your own hours of work effectively and report any concerns about your working hours coming close to exceeding the specified 44 hours averaged over the contract to the Head of Department

Assistant Stage Manager

Person Specification:

Required:

- Degree or diploma in Stage Management or equivalent professional experience (typically at least 2 years) working on large scale theatre productions
- Excellent score-reading ability, with experience cueing from full musical scores in a rehearsal and/or performance environment.
- Ability to work collaboratively with performers, creative teams, technical departments, orchestra personnel and visiting artists
- Strong organisational and administrative skills, including maintaining accurate production paperwork, cueing documentation and running plots.
- Ability to remain calm, professional and solutions-focused in a live performance environment.
- Good understanding of theatre health and safety practices, including risk assessment procedures and emergency protocols.
- Flexibility to work evenings, weekends and unsocial hours as required by production schedules.

Desirable:

- Qualification in music or score reading (e.g. ABRSM or equivalent recognised qualification).
- Experience working in Opera
- First Aid qualification

Assistant Stage Manager

To Apply

You can apply for this role on our careers site.

We'll ask you for:

- A copy of your CV
- A cover letter

Due to the high volume of applications we receive, we are only able to provide individual feedback to those candidates that reach interview stage.

All candidates must be over the age of 18 and have the right to work in the UK for the entire contract.

Application Deadline

5pm, 16 August 2026

Interviews

w/c 24 August 2026



We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme or require any reasonable adjustments for the application process, please email workwithus@eno.org

Backstage Secrets to Success

Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on workwithus@eno.org so that we can ensure that the stage is ready for your performance.



Confidentiality

Confidentiality is so important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

Health and Safety

Health and Safety is so important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



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