

## **13 GOING ON 30 THE MUSICAL – JOB DESCRIPTION**

**POSITION:** Assistant Stage Manager (Book Cover)

**RESPONSIBLE TO:** Stage Manager

**SALARY & HOLIDAY:** £30k-£35k p/a, 28 days based upon UKT Agreement.

**CONTRACTUAL DATES:** Fixed Term; performances are 6 days per week, evening and weekend work will be required.

### **PROJECT SUMMARY:**

*13 Going on 30 The Musical* is a stage reimagining of the beloved 2004 hit romantic comedy film that starred Jennifer Garner and Mark Ruffalo. It is opening at the Manchester Opera House in 2025.

### **PRODUCTION DATES:**

Rehearsal Dates: 18<sup>th</sup> August – 13<sup>th</sup> September 2025 (London – Monday to Saturday)

Technical Rehearsals: w/c 15/09/2025 (Manchester Opera House)

Performance Dates: 21st September to 12th October 2025 (Manchester Opera House)

### **CREATIVE TEAM:**

**Book by:** Josh Goldsmith & Cathy Yuspa

**Songs by:** Michael Weiner and Alan Zachary

**Director:** Andy Fickman

**Choreographer:** Jennifer Webber

**Musical Supervisor, Orchestrations and Arrangements:** Alan Williams

**Casting Director:** Will Burton

### **JOB DESCRIPTION:**

The responsibilities of this role will include delivering all services typically required for a first-class production, executed to the highest professional standards. The entire touring company is expected to work collaboratively as a team and, on occasion, support other departments.

- Work closely with the Director, Creative Team, and Stage Management
- Ensure the smooth running of rehearsals, technical rehearsals, and performances, including ongoing cover rehearsals.
- Daily setup and performance pre-sets
- Creation and execution of a backstage Stage Management track
- Taking an active role in training new staff and deputies, as needed.
- Accurate and detailed completion of production paperwork
- Under the supervision of the Deputy Stage Manager, learn 'the book' and provide coverage as required.
- You will assist the Stage Management department during the fit-up and load out.

**SKILLS REQUIRED**

- Clear, confident communication with the Stage Management team, technical departments, and performers.
- Ability to stay calm under pressure, along with strong problem-solving skills in a fast-paced, live production environment
- Experience of being 'on book' for large-scale musicals and the ability to score read is preferred.
- Familiarity with and adherence to current Health & Safety guidelines relevant to the production is essential, which may include working at height, using appropriate safety equipment and clothing and attending training as deemed necessary.

Please direct your application with a CV and a short cover letter to [recruitment@royo.co.uk](mailto:recruitment@royo.co.uk) using the reference **1330-ASM**.

Closing Date: Monday 21<sup>st</sup> June 2025, 10am.