

13 GOING ON 30 THE MUSICAL – JOB DESCRIPTION

POSITION: Technical Assistant Stage Manager

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 reimaging 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: 18th August – 13th 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, Stage Management, and production staff
- Ensure the smooth running of rehearsals, technical rehearsals, performances, and the weekly fit-up and load-out of the production.
- Daily setup and performance pre-sets
- Creating and executing a backstage Stage Management track
- Actively participate in the fit-up and load-out alongside the freelance Production Staff
- Ensure the accurate and detailed completion of all production paperwork.
- Assist the Company Manager and Stage Management department during the fit-up and load out.

SKILLS REQUIRED:

- Clear, confident communication with the Stage Management team, technical departments, performers, and production staff.
- Ability to remain calm under pressure
- Demonstrate strong problem-solving skills in a fast-paced, live production environment is essential.
- Practical making skills, especially in carpentry and joinery, are required.
- Responsible for the regular maintenance and repair of scenic elements, reporting ongoing repairs to the Stage Manager and Production Manager.
- 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 using the reference **1330-TASM**.

Closing Date: Monday 21st June 2025, 10am.