

DREAMWORKS  
THE  
**PRINCE  
OF  
EGYPT**  
THE HIT MUSICAL

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REHEARSAL DRAFT DECEMBER 2019  
CONFIDENTIAL

Book by Philip LaZebnik  
Music & Lyrics by Stephen Schwartz

**RECRUITMENT PACK**

**Assistant Stage Manager / Book Cover**

(Fixed Term, Full-time)

# ASSISTANT STAGE MANAGER / BOOK COVER

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*The Prince of Egypt* opened at the Dominion Theatre, London in February 2020 and performances continued until the closure of all West End theatres on 16 March 2020 due to the COVID-19 pandemic. Following a re-rehearsal process and technical recommissioning in June we are planning to reopen at the Dominion Theatre on Thursday 1 July 2021.

Featuring a company of more than 60 artists, *The Prince of Egypt* is one of the biggest musicals on the West End. Delivering each performance involves more than 100 people backstage, including stage management, automation, sound, video, wardrobe, wigs and chaperones; working closely with the Dominion Theatre team.

We are looking for an experienced Assistant Stage Manager / Book Cover to join our busy Stage Management department of 6 staff. Ideal candidates will have a passion for technical theatre, be detail orientated, highly organised, empathic, work well with large teams and have a flexible approach to working unsociable hours.

The COVID-19 pandemic has severely impacted the theatre industry, it is of the utmost importance that all of *The Prince of Egypt* staff attend COVID-19 health and safety training, follow all guidance and regulations as instructed and take personal responsibility for their safety as well as the safety of our colleagues and our audiences.

*The Prince of Egypt* is committed to making our recruitment process inclusive. We are seeking candidates who support our principles of equal opportunity and broadening access to the arts. We aim for our workforce to be representative of our society and encourage applications from everyone.

# JOB DESCRIPTION

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## Assistant Stage Manager / Book Cover

**Line Manager:** Stage Manager

- Assist the Stage Manager in facilitating the creative team in realising their artistic vision for the Production throughout the rehearsal process and in maintaining the creative and technical integrity of the Production throughout its run.
- Assisting with the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances, paying particular attention to the setting of props.
- Attending rehearsals, show calls, get-ins, fit-ups and get-outs as required by the Stage Manager, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance.
- Having an awareness of understudy and swing performances ahead of each show and making necessary adjustments, if any.
- Deputising for the Deputy Stage Manager in their absence, if requested, including learning the book and cueing of the performance to provide safe and consistent cover.
- Learning to a proficient level various plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required.
- Assisting with the sourcing and maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, including checks prior to each performance.
- Assisting with the management of the backstage area during performance, including management of theatre crew and assisting with scene changes to ensure these take place safely, particularly when technical elements are moving.
- Assisting the Stage Manager in compiling show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, up to date stage management cue sheets, theatre crew cue sheets and other paperwork relevant to the show bible, both soft and hard copy, to such a level as to ensure an accurate reference to allow the Production to be remounted at a later date.
- Assisting with managing stage management petty cash, including the timely placing of any orders for goods and equipment required by stage management as approved by the General Manager.
- Treating everyone in the workplace with dignity and respect including but not limited to Company members, Producers and management, creative and production team, theatre management and staff, hirers and suppliers and audiences.
- Always conducting yourself professionally, recognising that you are a representative of the Production.
- Working in accordance with the Production's employment policies.
- Working in accordance with the Production's Health and Safety policy, using appropriate safety equipment and clothing.
- Adhering to and facilitating any COVID-19 safety protocols as instructed.
- Attending any work-related training as requested.
- Complying at all times with the rules and regulations of the theatre venue.
- Assisting with activities and events to promote the Production as instructed.
- Facilitating and participating in Access performances, education and outreach work as required.
- Any other services as are customarily provided by an Assistant Stage Manager / Book Cover in relation to a production of a first-class stage musical.

This job description is a guide to the nature of the work required. It is neither wholly comprehensive nor restrictive and does not preclude change or development that may be required in the future.

# JOB DESCRIPTION

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## PERSON SPECIFICATION

### Essential

- Professionally experienced as an Assistant Stage Manager and covered the book on more than one first-class large scale production or professionally experienced as a Deputy Stage Manager on midscale productions.
- Proficient score reading skills.
- Ability to work well within a large Stage Management team.
- Detail orientated as well as able to assess the big picture.
- Ability to operate with diplomacy, tact and empathy and give concise and clear instructions.
- Experience adhering to and leading others in strict health and safety protocols.
- Competent computer skills, including Microsoft Outlook, Word and Excel.
- A passion for the performing arts.

### Desirable

- Professional Diploma in Technical and Production Practice or equivalent.

## TERMS AND CONDITIONS

**Title of post:** Assistant Stage Manager / Book Cover

**Salary:** as per [SOLT/Equity Agreement for West End Theatre Artists](#)

**Contract:** Fixed term, full-time, Monday to Saturday, subject to a three-month probation period. Evening and weekend work are standard.

**Start Date:** 3 June 2021 (subject to government guidance and regulations)

**End Date:** 4 June 2022

**Location:** Dominion Theatre, 268-269 Tottenham Court Road, Fitzrovia, London W1T 7AQ

**Holiday:** Entitled to 28 days' holiday with pay in each complete year of work. Entitlement for part-years will be calculated pro rata.

**Pension:** as per [SOLT/Equity Agreement for West End Theatre Artists](#)

You must be 18 years old or above and eligible to work in the UK.

# ABOUT THE PRINCE OF EGYPT

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Journey through the wonders of Ancient Egypt as two young men, raised together as brothers in a kingdom of privilege, find themselves suddenly divided by a secret past. One must rule as Pharaoh, the other must rise up and free his true people; both face a destiny that will change history forever.

The cast of 43 is led by: Luke Brady (Moses), Liam Tamne (Ramses), Christine Allado (Tzipporah), Alexia Khadime (Miriam), Joe Dixon (Seti), Debbie Kurup (Tuya), Mercedesz Csampai (Yocheved), Adam Pearce (Hotep), Tanisha Spring (Nefertari) and Silas Wyatt-Barke (Aaron).

*The Prince of Egypt* has music and lyrics by Grammy® and Academy Award®-winner Stephen Schwartz (*Wicked*, *Pippin*, *Godspell*), a book by Philip LaZebnik (*Mulan*, *Pocahontas*) and features 10 brand new songs written by Stephen Schwartz, together with 5 of his acclaimed songs from the DreamWorks Animation film (*Deliver Us*, *All I Ever Wanted*, *Through Heaven's Eyes*, *The Plagues* and the Academy Award®-winning *When You Believe*, which was a global hit for Whitney Houston and Mariah Carey).

*The Prince of Egypt* is directed by Scott Schwartz with choreography by Sean Cheesman; set designs by Kevin Depinet; costume designs by Ann Hould-Ward; lighting design by Mike Billings; sound design by Gareth Owen; projection designs by Jon Driscoll; illusions by Chris Fisher; wigs, hair and makeup design by Campbell Young Associates; orchestrations by August Eriksmoen; musical supervision and arrangements by Dominick Amendum; musical direction by Dave Rose; casting by Jim Arnold CDG and children's casting by Verity Naughton CDG.

*The Prince of Egypt* is produced by DreamWorks Theatricals (a division of Universal Theatrical Group), Michael McCabe and Neil Laidlaw together with John Gore, Tom Smedes and Peter Stern, Ramin Sabi, The Araca Group, James L. Nederlander and Michael Park.

A milestone in cinematic achievement, the classic DreamWorks Animation film has been captivating audiences across the world for more than two decades. It has been hailed as "one of the greatest animated films of all time" (*Evening Standard*) and "a stunning film" (*The Guardian*).

The new stage adaptation of *The Prince of Egypt* originally premiered at TheatreWorks Silicon Valley (winner of the 2019 Regional Theatre Tony Award®) and Fredericia Teater Denmark.

Further information about *The Prince of Egypt* can be found on: [www.ThePrinceofEgyptMusical.com](http://www.ThePrinceofEgyptMusical.com)

Twitter, Facebook, Instagram: @PrinceOfEgyptUK

# HOW TO APPLY

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Please write a cover letter (maximum one page) demonstrating your suitability for the position and why you would like to work for *The Prince of Egypt*. Please submit along with your CV, by the closing date, to:

**Email:** [jobs@nml.org.uk](mailto:jobs@nml.org.uk) using the subject line **ASM**

**Closing Date:** 29 April 2021 by 11am

**Interviews:** 4 May 2021 via Zoom Video Meeting

We recognise that everyone is unique and may have particular needs during the recruitment process.

If you need any job information in a different format or if you need additional support with your application please contact us on [jobs@nml.org.uk](mailto:jobs@nml.org.uk) or telephone 0207 430 0441 to discuss alternative ways of applying. This includes paper, video and audio applications.