

## Job Description

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Assistant Technical Stage Manager: The Paddington Bear Experience

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**THE**  
**PADDINGTON**  
**BEAR™**  
**EXPERIENCE**

Job Title:	Assistant Technical Stage Manager
Reports to:	Stage Manager
Responsible for:	N/A
Place of Work:	Based at The Paddington Bear Experience, County Hall
Hours of work:	Full-time and part-time contracts available
Additional Hours:	To be agreed in advance and approved by SM

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### The Path Entertainment Group:

The Path Entertainment Group (TPEG) partners with some of the world's largest brands, bringing their leading IP to life by producing first-class experiences across the globe. TPEG is comprised of two divisions, Gamepath, specialising in themed attractions, and Showpath focusing on live stage productions. As a company we work towards the vision to create innovative translations of much-loved titles for audiences to engage with in ways they never have before.

The Path Entertainment Group's Live Experience Attraction Portfolio is produced under Gamepath. Their established track record of creative development, production, venue and space management, has produced award winning attractions and partnerships with *Monopoly Lifesized* (Hasbro) and *Saw: The Escape Experience* (Lionsgate) both in the UK and internationally.

In partnership with The Copyrights Group and Lionsgate, *The Paddington Bear Experience* opened in May 2024 at London's County Hall.

### Selladoor Worldwide:

Selladoor Worldwide are a UK Theatre Producer and General Management provider, founded in 2009. Current projects include *We Will Rock You* (worldwide tour) and *Madagascar* (USA & UK Tour) as well as general managing the recently concluded, UK Theatre Award winning *The Spongebob Musical!* on behalf of sister company The Path Entertainment Group.

Uniquely Selladoor also provides General Management provision for live/immersive experience. We recently oversaw the year-long run of *Saw: The Escape Experience* at Tower Hill, are currently looking after *Monopoly: Lifesized* at Tottenham Court Road and *The Paddington Bear Experience* at County Hall. In addition we also have three rehearsal spaces in Deptford, South East London, which is where our main office is based.

### The Role:

The Stage Management and Technical Show teams are responsible for the technical and manual operations and resetting of the experience including set, props, lighting and sound systems as well as a bespoke show operation software.

The Assistant Technical Stage Managers provide essential operational and maintenance support for the experience with a focus on meticulously resetting props and gameplay elements in a variety of rooms. The Assistant Technical Stage Managers will also undertake 'show control' duties managing emergency responses and monitoring audience traffic and behaviour throughout the experience. The Assistant Technical Stage Managers will assist in daily 'powering up and down', as well as ensuring the smooth running of the live experience under tight time-pressure, in pulse format.

## **Key Responsibilities:**

### Reset & Game Room Operations:

- Support power up and down at the beginning and end of each day, including daily rig checks of lighting, sound and COGS system software.
- Operation of QLAB and COGS in game rooms both on timecode and as scripted audience-led interactions (training given).
- Manual resetting of set, props and gameplay elements in live experience rooms including a performer operated puppet.
- Assess and resolve any technical, manual operation issues and prop malfunctions in a live show setting where possible.
- Escalate any damage or issues with technical elements, set and/or props and the puppet to Stage Manager and Show Technician (or Deputy) where appropriate.
- Support the daily and weekly maintenance of set, props, puppet, sound and lighting as required by Stage Manager and Show Technician (or Deputy).
- Prop fixes, modifications and some makes, with support of the Stage Manager.
- Support the Performers in any potentially conflicting situations in dealing with members of the public, stepping in to deescalate and assessing when to call for additional support (training given).
- Know all Assistant Technical Stage Management tracks and cover in any emergency situations.

### Show Control:

- Static position receiving codes called and triggered within game rooms.
- Monitoring CCTV to assess severity of codes called and liaise attendance as appropriate.
- Support the management of show pauses, stops and re-starts via radio (and QLAB/COGS if necessary) in liaison with Front of House as overseen by the Stage Manager, Show Technician (or Deputy) and/or Company Management.
- Manage audience re-entry as required, in conjunction with Front of House and as overseen by the Stage Manager, Show Technician and/or Company Management.
- Monitor scene run times and audience traffic flow throughout the experience via the show control panel (training given).

As this is a newly opened production, the full nature of the role will continue to evolve in line with the creative, operational and other requirements of the experience as well as the needs of other departments. You will therefore be expected to undertake any other duties as reasonably required.

## Relationships:

- Company and Stage Management teams as well as Technical Show and Wardrobe teams for day-to-day operations across the experience.
  - FoH team to ensure the smooth running of the experience.
  - Technical Management for problem solving and maintaining the experience.
  - Performers
  - Members of the Public
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## Rollout:

- **Start Date:** Rolling
- **Training:** Paid training shifts are provided
- **Contract Term:** 6-8 months depending on start date, with opportunity to renew, based on performance
  
- The experience is open 7 days a week with entry times between 10am and 4pm. Working hours will normally fall between 8am and 10pm.
- You will be contracted to work a set number of hours across either 2 or 5 days per week equating to either full time or part time engagement.
- For any hours worked undertaking Reset and Game Room Operation duties, you will be paid the pro rata equivalent of £550 per 40 hour week.
- For any hours worked undertaking Show Control responsibilities in a live show setting, you will be paid the pro rata equivalent of £650 per 40 hour week.
- Additional hours will be paid at the basic hourly rate of £13.75 for Reset and Game Operation hours and at the basic hourly rate of £16.25 for Show Control hours, only where pre-approved by General Management.
- All ATSMs will be trained in Show Control responsibilities (higher duties).  
Before being scheduled for higher duties, the ATSM will be required to demonstrate they can handle a variety of emergency situations. Show Control shifts will then, to the extent practical, be fairly divided between approved ATSMs.  
*Please note it is a large ATSM pool and majority of the week will be Reset and Game Operation duties.*
- This is a self-employed fixed term contract, with holiday and SSP. After initial contract, there is potential to renew subject to performance and offer.
- **Christmas Leave Embargo:** The attraction is open on Christmas Eve, Boxing Day, New Year's Eve and New Year's Day. A leave embargo will be in place from 16th December 2024 – 5th January 2025 (inclusive) during which time we will not be considering any holiday requests.
- Please note that all Bank Holidays are considered normal working days and that the experience will be open over the Christmas and New Year period with shorter operating hours expected on Boxing Day and New Year's Day.
- You will be expected to be comfortable and able to move in rat runs and tight spaces within the experience.

## **Experience and Person Specification:**

### Essential:

- Experience in Technical Theatre and/or an Assistant Stage Management role.
- Basic knowledge of set, props, manual and technical operations and maintenance.
- A keen interest in and passion for live/immersive productions.
- Exceptional attention to detail in a live show operation setting.
- Ability to assess and troubleshoot basic technical problems as they arise.
- Ability to deescalate tense situations and conflicts.
- A flexible, confident and responsive approach to working while adapting to rapidly changing needs and requirements.

### Desirable:

- Experience in a live/immersive production setting.
- Experience working with manually operated puppets.
- Knowledge of QLAB and COGS software.
- Experience in conflict management and emergency response dealing with members of the public.

Please note that we actively encourage applicants who are looking to further progress their career in Technical Stage Management and technical operation of immersive experiences and would support this progression, in time, for suitable candidates.

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## **Application Process:**

Please send your CV (maximum 2 pages) and covering letter (maximum 1 page) outlining why you are interested in the role, and how you meet the essential criteria and confirming whether you are interested in a part-time or full-time role to [recruitment@selladoor.com](mailto:recruitment@selladoor.com) with 'Paddington – Assistant Technical Stage Manager' in the subject line.

**PLEASE SPECIFICALLY REFERENCE YOU ARE APPLYING FOR PADDINGTON**

**Deadline:** Applications will be reviewed on a rolling basis until a suitable candidate is found and we therefore encourage early applications. We are currently looking to fill 2 TASM roles.

**Interviews:** Interviews will take place on a rolling basis over Zoom.

If you have any questions or want to discuss the role in further detail, please contact Leah Milburn-Clark [leah.milburnclark@selladoor.com](mailto:leah.milburnclark@selladoor.com)