

## Job Description

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Deputy Stage Manager: The Paddington Bear Experience

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**THE**  
**PADDINGTON**  
**BEAR**<sup>TM</sup>  
**EXPERIENCE**

Job Title:	Deputy Stage Manager
Reports to:	Stage Manager (Associate General Manager as required when deputising)
Responsible for:	N/A
Place of Work:	Based at The Paddington Bear Experience, County Hall
Hours of work:	40 hours a week, including weekends – Full-time role
Additional Hours:	To be agreed in advance and approved by General Management

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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 Deputy Stage Manager will actively support the Stage Manager in leading the technical and manual operations, resetting, troubleshooting and maintenance of the experience including set, lighting, video and sound systems as well as a bespoke show operation software and a particular focus on prop management. You will operate as deputy to the Stage Manager during their absence, as the first point of contact for the Assistant Technical Stage Managers. You will also contribute the implementation of emergency responses and managing audience interaction within the experience.

## Key Responsibilities:

- Support the Stage Manager in the leadership of the stage management team, including ensuring that Technical Assistant Stage Managers' (TASM) daily pre-sets and maintenance are held to high standards.
- Address performer, audience, technical, and safety issues that arise during performances and propose appropriate solutions.
- Manage the repair, replacement and/or sourcing of props as required by the Stage Manager to a high standard, working with General Management and/or Creatives as appropriate.
- Support the Stage Manager in tracking stock levels, turn over, and longevity of props and tools in the Stage Management department, suggesting alternative materials or suppliers where appropriate.
- Support the Stage Manager in reconciling purchases (such as providing and filing receipts), in line with the Stage Management budget.
- Support the Stage Manager in tracking the upkeep of props on loan from the IP holders.
- Learn and provide cover for Technical Assistant Stage Manager responsibilities at least 2 days per week.
- Keep all paperwork updated to the latest status.
- Handle cast changes and swing requests during performances, when allocated.
- Learn the Roubler invoice and payroll processes to cover for the Stage Manager, in their absence.
- Manage Technical Assistant Stage Manager position adjustments or sick leave coverage based on the Stage Manager's schedule, in their absence.

The full nature of the role will 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.

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## Relationships:

- Company Managers, Stage Management, Show Technicians, and Wardrobe teams for day-to-day operations across the experience.
- General Management team for ongoing operational requirements.
- Ticketing & FoH teams to ensure the smooth running of the experience.
- Venue Management for H&S requirements and any building issues which may impact staff or running of the experience.
- Head of Technical for problem solving and maintaining the experience.
- Producer, Designers and Directors for the implementation of creative and/or practical notes.
- Performers.
- Members of the Public.

## Rollout:

- Contract period: immediate start for 8 months
- Opening Hours and Working Hours: The experience is open 7 days a week. Working hours will normally fall between 8am and 11pm.
- Weekly time commitment: You will be scheduled to work minimum 40 hours per week at £16.58 per hour.
- Contract type and length: This is a self-employed 8-month fixed term contract, which includes holiday pay and SSP. After initial contract, there is potential to renew subject to performance and offer.
- Leave Embargo: To ensure sufficient staffing, and parity across the crew pool in key periods, leave embargoes will be in place from 26 May to 8 June 2025 (inclusive) and 29 September 2025 - 12 October 2025 during which time we will not be considering any holiday or NA requests.
- NB: 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:

- A minimum of 3 years' experience in Stage Management role or similar.
- Proven knowledge of and experience in Stage Management and show operations.
- A keen interest in and passion for live/immersive productions.
- Exceptional organizational skills and attention to detail.
- Proven prop maintenance experience and skills.
- A flexible, confident and responsive approach to working while adapting to rapidly changing needs and requirements.

### Desirable:

- Experience in managing teams.
- Knowledge of and experience in technical theatre.
- Experience in a live/immersive production setting.
- 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 within Stage Management departments of immersive experiences and would support this progression, in time, for suitable candidates.

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## Application Process:

Please send your CV and covering letter (1-2 pages) outlining how you meet the essential criteria to [recruitment@selladoor.com](mailto:recruitment@selladoor.com) with 'Paddington – Deputy Stage Manager' in the subject line.

Deadline: Monday 03 February 2025 at 10am.

Interviews: Applications will be reviewed on a rolling basis until a suitable candidate is found and we therefore encourage early applications.



Please note that The Path Entertainment Group are unable to sponsor any visas. All applicants must have a valid Right To Work in order to be considered.

- Contact name: Jack Robertson
- Contact email: [recruitment@selladoor.com](mailto:recruitment@selladoor.com)