



Glasgow Lunchtime Theatre

STAGE MANAGER Application Pack

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Further information about the company can be found on our website, playpiepint.com

*A lunchtime institution that has launched careers and
changed the landscape of Scottish theatre.*

- The Guardian

Introduction

Thank you for your interest in the post of Stage Manager with Glasgow Lunchtime Theatre's A Play, A Pie and A Pint. After a successful trial of this position, we are now recruiting, and are looking for an individual who is enthusiastic, initiative-driven and versatile to join us on our team.

This is a **fixed-term contract for 12 weeks**, beginning **Monday 1st September 2025** and ending **Saturday 22nd November 2025** inclusive.

The Stage Manager will generally work within our performance venue **Òran Mór** based at **731 Great Western Road** in the west end of Glasgow. Normal working hours **9am to 3pm Monday to Saturday**, start and finish times can vary dependent on the daily venue schedule. The hours of work are **30hrs spread over 4 or 5 days a week**, including some Saturdays and 8am start on Mondays. Hours and days can be agreed upon to suit the mutual needs of the successful candidate and the Head of Production.

This fixed-term 12-week contract is a weekly paid position at a rate of **£435** for a total of **£5,220** based on 30 hours per week. This is a freelance position, and the candidate will be responsible for their own tax and national insurance.

This role is seasonal and may be a re-occurring position in the future. Depending on performance, there may be an opportunity to extend this role beyond its current end date.

- The Stage Manager would ideally be in place by **1st September 2025**. Please indicate your ability to meet that start date within your application, or the date to which you would be able to commit.

Application deadline: **11am on Friday 1st August 2025**

Interviews will be held on **Thursday 14th August** in Glasgow and will be held in person with Head of Production Sam Ramsay and Senior Producer Sarah Cruickshank. We are not in a position to provide financial assistance for travel.

We are committed to an accessible recruitment process within the current capacity of the organisation, and we welcome alternative application formats as well as access documents. Please get in touch at info@playpiepint.com if you have questions about this.

In order to apply, please submit all of the following:

- An up-to-date CV.

- A cover letter of no longer than one side of A4 or video/audio recording of no longer than three minutes, detailing your experience and suitability for the role with reference to the person specification.
- A completed Equal Opportunities Monitoring Form ([provided here](#)).

Please send applications by email only, marked STAGE MANAGER APPLICATION to applications@playpiepint.com

If you would like to ask any questions about the post in advance of submitting your application, please email info@playpiepint.com with the subject heading STAGE MANAGER ROLE QUERY.

Mission

A Play, a Pie and a Pint serves as the beating heart of new theatre work for Scotland. While we are small in scale, what we do is big in impact: we are the most prolific producer of new plays in the country, and employ more freelancers than any other Scottish theatre. Six days every week, we present a fifty-minute new play at lunchtime with a small cast, nurturing a culture of new play attendance not only in Glasgow, but throughout Scotland. We want our audiences to trust that attending new plays is for them, no matter their relationship to the arts or history of theatre-going. A Play, A Pie and A Pint is truly accessible and has something for everyone.

The outcome is a world premiere every week, incorporating eclectic themes and genres (drama, comedy, mini-musical, thrillers, etc) and creating a short-form theatrical canon of popular, accessible plays for a diverse range of audiences. Producing this work positions PPP as a home for all theatre-makers, nurturing emerging, current, and future Scottish talent. And as an essential and exciting theatre company, rooted in the West End of Glasgow, reaching out via our network of presenting partners all across the nation.

About the Company

Founded in 2004 by David MacLennan, A Play, a Pie and a Pint produces the most new writing of any theatre in the UK. After 21 years, its core principles remain steadfast: to present a new play every week at lunchtime, lasting under an hour and with a pie and a pint included in the price of the ticket.

A Play, a Pie and a Pint produces at least 30 new plays a year across two seasons at Òran Mór in the West End of Glasgow. We regularly work in association with other theatres including the Traverse, Aberdeen Performing Arts, Macrobert Arts Centre, and Ayr Gaiety, as well as new partners such as Paisley's OneRen, to present our works to a variety of audiences Scotland-wide.

We work with a large number of writers, actors, and directors each season, all with different levels of experience, from well-known actors to first-time playwrights. We operate an open script submission service administered by Playwrights' Studio Scotland, meaning that anyone can submit a script to us to be considered for production. We work as a small core team to deliver a large output of work.

Since beginning as an experiment, the organisation has grown considerably over two decades, and is now an established part of the Scottish theatre industry:

- We have produced debut professional theatre productions by many first-time playwrights including: David Ireland, Daniel Jackson, Denise Mina, Alan Bissett, Gerda Stevenson, Lesley Hart, Lorna Martin, Claire Nicol, Taqi Nazeer, Kim Millar, and David Gerow.
- Many of our plays have gone on to have other lives, e.g. Fringe runs, national tours, BBC broadcasts – or been developed into larger pieces.
- 'A Play, a Pie and a Pint: Volume One', including six of our plays, was published in an anthology in 2020 by Salamander Street, with 'Volume Two' published in 2024.
- We work regularly with other venues, and new partnerships are always being developed.
- The popularity of PPP has grown steadily, and in the past year we have averaged a daily audience of 150 people.

- We have featured many well-known actors on our stage such as Jonathan Watson, Karen Dunbar, Robbie Coltrane, Blythe Duff, David Hayman, Elaine C. Smith, Sam Heughan, and Bill Paterson, as well as launching the careers of many new performers.
- We work closely with many educational institutions to provide placement and learning opportunities including the Royal Conservatoire of Scotland, Queen Margaret University, and the University of Glasgow.
- We are a Multi-Year Funded Organisation through Creative Scotland and recently received Multi-Year Funding covering the 2025-28 period.
- We were shortlisted as UK Producer of the Year in the 2024 Stage Awards.

One of the most magical theatre initiatives of the last decade.

- ***The Scotsman***

Job Description

We are looking for a Stage Manager to join our small and busy team. The successful candidate will effectively run the performances of 12 brand new productions across our Autumn season.

This role would suit an enthusiastic, responsible and highly motivated individual with initiative who will relish the unique nature of A Play, a Pie and a Pint and working a different show each week.

The right candidate will be quick on their feet, calm under pressure, be self-motivated, be able to work independently and deputise some of the Head of Productions responsibilities in a demanding, fast-moving working environment.

In rehearsals:

- Work with the Head of Production and Technical team regarding requirements.
- Liaise with the Designer and design team regarding set items in advance of fit-up.

On stage:

- Fit up and strike set when required to accommodate other events in the venue (potentially daily).
- Liaise with venue regarding layouts and seating arrangements each day.
- Run tech rehearsal with Head of Production each week.
- Set props and costume items used by cast in performance.
- Liaise with Òran Mór venue staff on a daily basis in regards of pre-show checks and admitting the audience.
- Take responsibility for running the show in the venue when the Head of Production is elsewhere, working closely with the Technical Coordinator and Bar team to ensure venue is ready for audience and show runs smoothly.
- Perform some FOH duties including directing audience to seating, assisting access patrons and selling merchandise.
- Compile setting and staging documents each week for archive and touring purposes.
- Engage with Directors and Performers on a daily basis to ensure a friendly and professional connection to the performances and the company as a whole.
- Support companies during onstage rehearsals and assist where required.

- Work effectively with Head of Production, Technical Coordinator and venue technicians.
- Manage and deliver any production receipts in a timely manner.
- Compile and distribute show reports for each performance.
- Any other Stage Management duties as required.

Other

- Work with any interns or volunteers.
- Work well with any additional staff such as designers and producing team, where required.
- Adhere to company policies and procedures, including:
 - Equalities framework
 - Discipline and complaints procedure
 - Environmental policy
- Any other reasonable duties as requested by the company.

Person specification

ESSENTIAL

- 2+ years' experience of working as a Stage Manager at small-scale theatre/touring level.
- A demonstrable successful track record in Stage Management on a range of productions.
- Ability to fit up and strike the set pieces to accommodate other events in the venue. (Some heavy lifting required)
- Basic knowledge of power tools and set construction in order to fit up and strike set.
- Experience in running tech rehearsals.
- Experience in wardrobe maintenance and costume management.
- Excellent communication skills.
- Excellent time management skills.
- Ability to work both closely in a team and to be self-motivated.
- Ability and confidence (after guidance and training) to deputise the duties of Head of Production in relation to running the venue on performance days.

- Ability to work under pressure in a fast-paced environment.
- Excellent interpersonal skills and able to work with a range of personalities.
- A love of the arts and a knowledge of, and genuine enthusiasm for, the work of A Play, A Pie and A Pint.

DESIRABLE

- UK First Aid Certificate
- Full UK driving licence
- Confidence driving a van when required
- Knowledge of accessibility best practice
- Experience interacting with directors and creative teams

Equal Opportunities

The aim of this policy is to communicate Glasgow Lunchtime Theatre's commitment to the promotion of equality of opportunity within the organisation's policies and practises.

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Sex
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age
- Social or economic background

This includes the permanent staff of Glasgow Lunchtime Theatre, the Board of Directors, groups, or companies employed by, or collaborating with Glasgow Lunchtime Theatre. This policy covers all areas of the company's work including management, employment, policies, terms and conditions of service, marketing and publicity and any contact with the public.

This policy, in accordance with equal opportunities legislation, will ensure that every employee and collaborator, potential or actual, and all members of the public that have contact with Glasgow Lunchtime Theatre, will be regarded and treated as an individual.

Glasgow Lunchtime Theatre is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment, and victimisation
- Fulfilling all legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

As a theatre company, Glasgow Lunchtime Theatre aims to always produce and stage work in buildings or settings accessible to all.

All permanent positions will be advertised. All documentation relating to permanent positions within Glasgow Lunchtime Theatre, including Job Description and Person Specification, will be completed before the post is advertised.

Any person who feels they have not been treated equally as an employee or potential employee of Glasgow Lunchtime Theatre should inform the Board of Directors of their complaint, who will investigate the matter.

Glasgow Lunchtime Theatre is committed to this policy as a company, but also as a group of individuals who will personally ensure that this policy is implemented in all areas of our work.