



BACKSTAGE THEATRE APPLICATION PACK

Welcome to the Simply Theatre Backstage Team!

Ever wondered what happens behind the curtain? Our backstage teams are the people who make the magic happen – from props and costumes to stage management, set, hair & makeup and everything in between.

There are roles for different ages, interests and levels of experience, so whether you already have technical theatre skills or simply want to learn something new, we'd love to hear from you.

What you gain:

- Skills you can talk about in university applications.
- A real-life project-based opportunity to grow.
- Joining a team that works hard and has a lot of fun together.
- Seeing the backstage world of theatre.
- Being creative and help bring visual worlds to life.
- Learning practical skills like woodwork, sewing, painting, construction and more.
- Build confidence and work ethic in a fun environment.
- Belonging and appreciation.
- A reference from theatre professionals reflecting your work.

What you bring:

- Your own creative skills and abilities.
- A great attitude and willingness to work hard.
- A love of theatre.

To apply

Fill in the following form: <https://forms.gle/Po6qCsC9puUazewg9>

You won't receive a confirmation that it's been received but we will be in touch to let you know which production you have been assigned to or if the team are full.

Roles

Deputy Stage Manager (DSM) – attends most rehearsals & all production week/ shows. (Age 15+)

The Deputy Stage Manager is a very important role and a lot of fun. They are responsible for:

- Attending most rehearsals and working closely with the Director to track blocking (where actors stand/ move to).
- Keeping track of props and script changes then communicate these to the wider team.
- Send rehearsal reports to the team explaining what has been done each day and any changes in the show.
- Write all the lighting and sound cues in the script and then operate them during the show.
- In smaller studio shows (like we have at Simply Theatre), they are also responsible for resetting the space with the actors at the start of the show to make sure everything is ready to go.

A DSM has good skills in:



Teamwork



Communication



Leadership



Creative problem solving



Organisation



Staying calm

Assistant Stage Manager (ASM) – attends first rehearsal & all production week/ shows. (Age 14+)

The Assistant Stage Manager is the right-hand person of the DSM. It is a similar role but involves less time and more supportive elements than a leadership role. They are responsible for;

- Setting up scenes/ making sure props and set pieces are in the right place at the start of rehearsals. At Simply Theatre what this would look like is supporting the set-up of the show at the start and resetting at the end/ supporting actors to return props & costumes to the right place.

- Attending the first rehearsal and taping up the floor with the stage layout (where necessary).
- Run the backstage area making sure everything has a place with tape that tells us what should be there.
- Helps the actors with their backstage track (e.g. moving a costume or prop from stage right to left if needed).
- Helping with quick costume changes (in a West End show this would be a different role, but in smaller scale theatre it's often combined with ASM).
- Able to step in for the DSM (with support) if they are unavailable (operating the light and sound for example during the shows).
- Being a helping hand throughout a busy production week.

An ASM has good skills in:



Team work



Organisation



A helping attitude



Enthusiasm

Backstage Hand – attends all production week/ shows. (Age 13+)

A Backstage Hand works in the stage management team and supports with whatever work is needed to make a show happen. This could include:

- Helping reset in the interval (sweeping up snow for example!).
- If the ASM is managing the stage right wing, they may help run the stage left wing (side of the stage).
- Help fix any props that get broken in the middle of the show.
- In the Lion, the Witch and the Wardrobe, the backstage hands would help close the curtains, operate the snow machine, move the wardrobe/ other large props.
- Be on hand for any assistance needed.

A Backstage Hand needs:



Good attitude



Helpful



Jack of all trades



Problem solving

Student Design Assistant – attends pre-production weekend, all production week. (Age 13+)

A Student Design Assistant attends the weekend before a production week and during the week of production week. They assist the designer in bringing the physical creative vision to life through building props, sewing costumes and building/ painting set pieces. There is some independent work, you may be asked to go into the backstage area and make a specific prop for twenty minutes. Student Design Assistants can listen to music or audiobooks while they work independently. The Design Assistants will work with a professional designer/ builder and need to be able to finish work to a very high standard.

We are particularly looking for students who may have availability in the daytime of production weeks.

What a Student Design Assistant would do:

- Help make small props/ adjust pre brought props to suit the time-period of the show and to a high quality of finish.
- Paint scenic art (e.g. large pieces of set to look like bricks etc...).
- Learning how to sew/ use a sewing machine and helping make curtains/ costume.
- Building set/ using tools (with parental permission).

A Student Design Assistant needs:



Creativity



Imagination



Attention to detail



Problem Solving

Student Hair & Makeup Artist – attends production week (exact timings depend on scale/ shows). (Age 13+)

A Student Hair & Makeup Artist (HMU) is responsible for making sure that the creative vision of the designer is delivered through the characters onstage, and that it is delivered consistently. You would learn the skills from the Designer or bring your own skills and then attend at some point during production week (varying depending on the scale of the show).

- You would arrive two hours before a dress rehearsal or show and help the actors get ready
- You would do any challenging hair/ makeup on the actors or support an actor to do their own.
- You share responsibility for making sure that brushes and makeup are clean and hygienic.
- You would help the rehearsal supervisors make sure the actors keep their dressing rooms clean and organised.

You would need:



creativity



imagination



attention to detail



problem solving



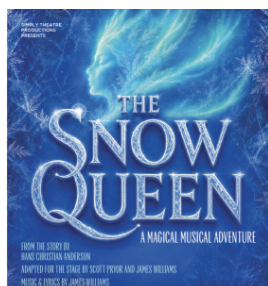
consistency



people skills

"I really enjoy helping backstage because I like seeing how everything comes together behind the scenes and being part of the process. I've especially enjoyed things like painting and helping make sets and props, as well as doing makeup. It's really nice working as part of a team and getting to do something different for each show. I also really enjoy spending time at the theatre and being part of everything that goes on there! "

- Previous backstage team member



Production details 2026/ 27

These are the productions you can apply for in 2026/ 27. Below you will see the dates and roles available.

** If you are interested in the DSM role please take a look at the rehearsal dates for each show available at the end of the pack and include any absences in your online form.

Lord of the Flies (Play)

3rd October – 7th November 2026

Roles available: **DSM, Design Assistant x 1, Hair & Makeup Artist x 3**

Our production of Lord of the Flies will take place at: Simply Theatre Studios, Versoix

Snow Queen (Musical)

21st November – 28th November 2026

Roles available: **Design Assistant x 1**

Annie (Musical)

05th December 2026 – 14th February 2027

Roles available: **DSM, ASM, Backstage Hands x 1, Design Assistant x 2, Hair & Makeup Artist x 5**

SpongeBob (Musical)

06th March – 14th March 2027

Roles available: **DSM (only during prod weekend/ prod week), ASM, Student Design Assistant x 2, Hair & Makeup Artist x 3**

Railway Children (Play)

21st February – 30th May

Roles available: **DSM, Student Design Assistant x 2, Hair & Makeup Artist x 2**

****APPENDIX just for DSM ROLES**



Lord of the Flies DSM Dates:

Month/Date	Day	Times	YES, I can attend rehearsal	NO, I cannot attend rehearsal	REASON why I am not available
September 27	Sunday	10am – 6pm			
October 3	Saturday	10am – 6pm			
October 4	Sunday	10am – 6pm			
October 10	Saturday	10am – 6pm			
October 11	Sunday	10am – 6pm			
October 16	Friday	11am – 7pm			
October 17	Saturday	10am – 6pm			
October 18	Sunday	10am – 6pm			
October 19	Monday	10am – 6pm			
October 20	Tuesday	10am – 6pm			
October 21	Wednesday	10am – 6pm			
October 23	Thursday	10am – 6pm			
October 30	Friday	5pm - 9pm			
October 31	Saturday	10am-6pm	Attendance Required	Attendance Required	
November 1	Sunday	10am – 6pm	Attendance Required	Attendance Required	
November 2	Monday	5pm - 9pm	Attendance Required	Attendance Required	
November 3	Tuesday	5pm - 9.30pm	Attendance Required	Attendance Required	
November 4	Wednesday	5pm - 9.30pm	Attendance Required	Attendance Required	
November 5	Thursday	5pm – 10pm	Attendance Required	Attendance Required	
November 6	Friday	5pm – 10pm	Attendance Required	Attendance Required	
November 7	Saturday	11am onwards	Attendance Required	Attendance Required	



Annie DSM Dates:

Month/Date	Day	Times	YES, I can attend rehearsal	NO, I cannot attend rehearsal	REASON why I am not available
November 28	Saturday	1pm – 6pm	Attendance Required	Attendance Required	
November 29	Sunday	10am – 6pm			
December 5	Saturday	1pm – 6pm			
December 6	Sunday	10am – 6pm			
December 12	Saturday	1pm – 6pm			
December 13	Sunday	10am-6pm			
January 9	Saturday	1pm – 6pm			
January 10	Sunday	10am – 6pm			
January 16	Saturday	1pm – 6pm			
January 17	Sunday	10am-6pm			
January 23	Saturday	1pm – 6pm			
January 24	Sunday	10am-6pm			
January 30	Saturday	1pm – 6pm	Attendance Required	Attendance Required	
January 31	Sunday	10am – 6pm	Attendance Required	Attendance Required	
February 1	Monday	5pm-9pm	Attendance Required	Attendance Required	
February 2	Tuesday	5pm-9.30pm	Attendance Required	Attendance Required	
February 3	Wednesday	5pm-10pm	Attendance Required	Attendance Required	
February 4	Thursday	5pm-9.30pm	Attendance Required	Attendance Required	
February 5	Friday	5pm – 10pm	Attendance Required	Attendance Required	
February 6	Saturday	11.30am onwards	Attendance Required	Attendance Required	



Railway Children DSM Dates

Month/Date	Day	Times	YES, I can attend rehearsal	NO, I cannot attend rehearsal	REASON why I am not available
November 14	Saturday	13:00 – 18:00	Attendance Required	Attendance Required	
November 15	Sunday	10:00 – 18:00			
November 21	Saturday	13:00 – 18:00			
November 22	Sunday	10:00 – 18:00			
November 28	Saturday	13:00 – 18:00			
November 29	Sunday	10:00 – 18:00			
December 5	Saturday	13:00 – 18:00			
December 6	Sunday	10:00 – 18:00			
January 9	Saturday	13:00 – 18:00			
January 10	Sunday	10:00 – 18:00			
January 16	Saturday	13:00 – 18:00			
January 17	Sunday	10:00 – 18:00			
January 23	Saturday	13:00 – 18:00	Attendance Required	Attendance Required	
January 24	Sunday	10:00 – 18:00	Attendance Required	Attendance Required	
January 25	Monday	16:30 – 20:30	Attendance Required	Attendance Required	
January 26	Tuesday	16:30 – 20:30	Attendance Required	Attendance Required	
January 27	Wednesday	16:30 – 20:30	Attendance Required	Attendance Required	
January 28	Thursday	16:30 – 21:00	Attendance Required	Attendance Required	
January 29	Friday	16:30 – 21:30	Attendance Required	Attendance Required	
January 30	Saturday	11:30 onwards	Attendance Required	Attendance Required	
January 31	Sunday	12:30 onwards	Attendance Required	Attendance Required	



SpongeBob the Musical is a PAC production which is rehearsed during class time and so it won't be possible for the DSM to attend rehearsals. The DSM will still operate the show, fill in the prompt book and all the other responsibilities of a DSM in the preproduction weekend and production week.