



SOUTH SIDE THEATRE ACADEMY
Experience the Stage

LEGALLY BLONDE MUSICAL DIRECTOR

RECRUITMENT PACK



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Les Miserables, Cecil Hepworth Playhouse March 2025

About South Side

South Side Theatre Academy are an award-winning, cutting-edge theatre academy aiming to break down barriers, empower young people and increase diversity in youth theatre through affordable access to exceptional theatrical training. We offer weekly classes, holiday projects, LAMDA classes, productions and Schools and Youth Club workshops, in Surbiton for 4-18-year-olds.

We believe that every young person learns differently and therefore ensure every workshop or project is specially designed to allow every single individual young person to flourish, whilst having bags of fun!

We run weekly theatre workshops for 4-18-year-olds, holiday projects, school and youth club projects and productions throughout Surbiton and Esher.

At South Side students receive a unique experience, as not only will they receive outstanding coaching, but also be able to put that into practice with every class performing

a full-scale production each year, with rehearsals within classes!

South Side Theatre Academy was launched in May 2018 by our Artistic Director, Toby Ward-Smith. Following numerous years of experience of teaching in his local youth theatres and attending them himself as a teenager, Toby felt there was a real lack of accessible, inclusive youth theatres around, and therefore launched South Side with aim of offering exceptional theatrical training but making it fully accessible to every young person.

Since launching, South Side has worked with over 1,000 young people. We have performed productions such as Matilda, Chitty Chitty Bang Bang, Sister Act and Les Miserables, and brought plays to the stage such as James & the Giant Peach, Brainstorm, Girls Like That and It Snows! We now produce 5 holiday projects a year across 5 of the 6 school holidays, including one 'Pay What You Can' project a year!

Job Description

Title	Musical Director (Legally Blonde)
Reporting to	Artistic Director
Terms of Contract	October 2025-March 2026
Salary	£25 an hour for rehearsals
Location	Various rehearsal locations in Surbiton & Chessington
Start Date	8 th October 2025
Rehearsals	Wednesdays & Fridays 5:30-8:30pm from mid-December 2025 (Musical Director wouldn't be called for all of them)

Overview

South Side Theatre Academy are on the search for a Musical Director for our upcoming production of 'Legally Blonde', to join our ever-growing team at an exciting point in South Side's development. The successful candidate will work with the Creative team, musical directing and teaching a cast of 11–19-year-olds for the production, as part of the Pro Production Experience.

Pro Production Experience

Once a year, our Pro Production experience sees us on the search for young actors, singers, and dancers aged 11 to 19, who have a passion and drive for theatre to bring this inspiring story to life. The Pro Production experience is designed to give those with a keen passion for performance the opportunity to perform in a like full-scale professional production, working with a professional production team. Following a successful audition, young performers will take to weekly rehearsals, learning, rehearsing and then performing a truly epic musical, working with other like-minded musical theatre passionate cast members, fit with full set, costumes and sometimes even an orchestra!

Key Responsibilities

- Teach and coach young performers aged 11-19 in vocal technique, musicality, and ensemble singing in preparation for Legally Blonde.
- Lead and structure music rehearsals efficiently, ensuring all cast members feel confident with their songs and cues.
- Work closely with the Director, Choreographer, and Production Team to achieve a cohesive artistic vision that supports young performers' growth.
- Provide piano accompaniment during rehearsals and conduct the band during show week.
- Create a supportive, encouraging environment that builds confidence and helps children of varied skill levels reach their potential.
- Teach harmonies, diction, and timing; ensure accurate notes and rhythms; adapt material where needed for young voices.
- Attend production meetings, tech rehearsals, and performances; assist in balancing sound with the technical team.
- To work closely with the band leader to coordinate the live band of musicians.
- Lead Warm-Ups: Guide appropriate warm-up and cool-down routines where required.
- Attend and Contribute to Production Meetings: Participate in planning sessions and rehearsals, offering insight and feedback as part of the creative team.
- Maintain a safe rehearsal space, manage children responsibly, and adhere to safeguarding policies at all times.
- To work closely with the Artistic Director to create the artistic vision for South Side Theatre Academy.
- To follow the ethos of South Side Theatre Academy's Weekly Theatre Academy Programme.
- Promote the school positively and encourage the growth of South Side.
- Any other jobs related to the role.

Person Specification

Essential

- Previous musical direction experience.
- Can play the piano to grade 8.
- Knowledge, understanding and passion for young people's theatre, arts education and young people's mental health.
- A proven ability to communicate positively and effectively with young people from a range of backgrounds and with differing needs and their families.
- Confident, team player.
- Knowledge of child protection procedures and plans.
- Knowledge of, and commitment to, inclusive arts practice.
- Experience of working in a fast-paced environment and therefore easily adaptable to circumstances.
- Experience of working within a theatre creative team.
- Ability to create a safe and welcoming space for new members.
- Ability to respond positively to unexpected challenges.
- Excellent communication skills to enable effective dialogue with colleagues, staff and pupils.
- A valid Disclosure and Barring (DBS) certificate or willingness to undergo an enhanced DBS check.

Desirable

- A degree/diploma or suitable training in music, theatre or arts education, or the equivalent experience
- Previous experience of conducting a band.
- Experience of musical directing on productions with young people.
- Have attended first aid training in the past 2 years
- Have attended safeguarding training in the last 2 years
- Open to further opportunities for South Side Theatre, including teaching and holiday projects.
- Experience of working with young people with additional social or learning needs.
- Have valuable links within the theatre industry.
- Have attended Mental Health First Aid Training in the past 2 years.
- A commitment to equality of opportunity, inclusion and diversity.

Applications

We want everyone who believes they meet the person specification to feel comfortable and confident applying for this role. It is our responsibility to make the application process accessible – please contact Toby Ward-Smith on info@southsidetheatre.com if you require this pack in a different format, or would like to apply in a way that works better for you.

Applying

We want you to feel comfortable in the way you apply.

To apply you can either send us:

1. A cover letter outlining why you would like to work on Legally Blonde and how you meet the job specification (no more than 2 A4 pages).
2. A PowerPoint Presentation outlining why you would like to work on Legally Blonde and how you meet the job specification.
3. A Video discussing why you would like to work on Legally Blonde and how you meet the job specification (no more than 5 minutes).

Please also send a copy of your CV and a completed Equal Opportunities Form to info@southsidetheatre.com with the subject: [Your Name], Musical Director.

Applications close at 12pm on Friday 26th September 2025, with interviews taking place on the week of 29th September. Applications will be considered on a rolling basis, so we encourage you to apply early. South Side reserves the right to close the job post earlier if sufficient applications are received.

Questions

Please contact Toby on info@southsidetheatre.com if you would like more information about the role.

Shortlisting and Interviews

We will contact all candidates no later than Friday 18th July 2025 to let you know whether or not we would like to invite you to an interview. If you do not hear from us by this date, please get in touch.

Our interviews are friendly and open conversations, followed by a short choreography teaching session with a group of young people! If invited to interview, we will send through the full details of everything you need to prepare for this session.

If you have any access needs, please tell us in advance and we will meet them. We invite you to bring in notes with you and dress however you feel most comfortable.

If you would like to know the interview questions in advance then we can send these to you, as well as who is on the interview panel.

Application Deadline	12pm, Friday 26 th September
Interview Dates	week commencing Monday 29 th September 2025
Start Date	8 th October 2025 (potential production meeting zoom prior to this)

We very much look forward to receiving your application and welcoming you to South Side Theatre Academy!