



Wicked Tour - Company Manager Job Description

Job: Company Manager

Line Manager: General Manager

Salary: Above Equity/UK Theatre minima

Probationary Period: 12 weeks

Contract: Fixed Term; performances are 6 days per week, evening and weekend work will be required.

Exact scheduling to be confirmed

Start date: negotiable, ASAP preferred

Location: Multiple Cities across a UK and Ireland Tour until January 2025

Preferred: Minimum 3 years' experience as Company Manager on a large-scale tour, West End musical, or equivalent experience.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, strong communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by **10am on Monday 13th May 2024**.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' 'last name' – CV"

Responsibilities for the Company Manager for the Production will include all the services usually required of the Company Manager for a first-class production of the scale of the Production, carried out to the highest professional standard.

The whole touring company will be expected to work as a team and occasionally offer support to other departments. You may be asked to cover other departments show plots in an emergency.

Responsibilities may include but will not be limited to:

- Facilitating the creative team in realising their artistic aims for the production whilst working with the General Manager and Stage Manager to ensure the effective use of allocated staff and resources in running the show;
- Maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production, and overseeing all technical departments and resident theatre staff in doing the same;
- Managing the stage management department (including casual staff and deps), including recruitment, line management, scheduling and recording of hours, training and having an awareness and understanding of the WUKTPL's employment policies;

- Working in accordance with the WUKTPL's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring departmental staff do the same;
- Managing departmental staff holidays and ensuring an adequate level of show cover at all time;
- Daily management of all company members employed by WUKTPL, including the scheduling and recording of hours and preparing the weekly payroll accordingly;
- Liaising with the Executive Producer and General Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- Being the first point of call for all company members for any concerns or absences;
- Scheduling cover rehearsals in conjunction with the creative team and stage management;
- Overseeing the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances;
- Attending all rehearsals, show calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- Observing scene changes to ensure these take place safely, particularly when technical elements are moving;
- Acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- Communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- Taking responsibility for the maintenance of all props and set, in conjunction with the relevant creative team members, stage management team and in house staff, including checks prior to each performance;
- Compiling and distributing show paperwork including but not limited to rehearsal calls, rehearsal reports, show reports, nightly figures, accident reports, HSE reports, up to date stage management cue sheets and all other show paperwork relevant to the show bible;
- Managing petty cash for all departments, and more specifically the timely placing of any orders for goods and equipment required by stage management as approved by the WUKTPL;
- Maintaining good relationships with hirers and suppliers;
- Working in accordance with the WUKTPL's Health and Safety policy, using appropriate safety equipment and clothing;
- Complying at all times with the rules and regulations in force at the venues under the control of the Production;
- Having a practical understanding of the WUKTPL's employment policies and demonstrating a willingness to comply with these policies;
- Such other services as are customarily provided by a Company Manager in relation to the production of a first-class musical tour;
- Any other duties as may be reasonably required in the course of your duties or as instructed by the General Manager or WUKTPL from time to time.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.

Please note all applicants must have the right to work in the UK

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WUKTPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are **Marc Platt, David Stone, and Universal Stage Productions**. In the UK, **Michael McCabe** is Executive Producer and **Playful Productions** are the General Managers.