



Deputy Company Manager Job Description

Job: Deputy Company Manager

Responsible to: Company Manager and General Manager

Salary: In line with industry standard

Probationary Period: 24 weeks

Contract: Initially fixed term for 1 year with the intention of becoming open-ended, subject to review. Performances are 6 days per week, evening and weekend work will be required. The Producer reserves the right to schedule Sunday performances.

Start date: August 2025

Location: Piccadilly Theatre or any other location within London as the Producer may reasonably direct.

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, excellent 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. This role may suit someone with previous experience of working in company management or in stage management, or with previous experience of working on a large-scale West End musical or equivalent.

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

Responsibilities may include but will not be limited to:

- I. being the first point of contact for all company members for any concerns or absences in conjunction with the Company Manager, scheduling yourselves dynamically to enable a consistent level of access to the Company Office;
- II. deputising for the Company Manager in their absence, in such cases acting as the first port of call for all company management-related matters;
- III. managing company welfare and assisting with HR issues where appropriate, in conjunction with the Company Manager and General Manager;
- IV. managing logistics relating to the planning and delivery of all internal and external PR/publicity events and cast appearances, and social and digital media content capture, liaising with relevant departments, the acting company, management, marketing staff and external agencies as relevant;
- V. supporting the Company Manager with daily management of all company members employed by the Producer, including the scheduling and recording of hours and preparing the weekly payroll accordingly;
- VI. managing company holiday and ensuring an adequate level of show cover at all time;
- VII. maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production, and assisting the Company Manager with overseeing all technical departments and resident theatre staff in doing the same;



- VIII. working with the Company Manager, General Manager and Stage Manager to ensure the effective use of allocated staff and resources in running the show;
- IX. liaising with the 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;
- X. compiling and distributing show paperwork including but not limited to weekly and advance schedules, nightly figures, accident and incident reports, HSE/Incident reports and show paperwork relevant to the show bible;
- XI. assisting with the management of petty cash for all departments;
- XII. tracking and responding to sickness within the company, in addition to sharing and enforcing sickness protocols in accordance with the Production's policies, if any;
- XIII. supporting the Company Manager with scheduling rehearsals in conjunction with the creative team and stage management;
- XIV. 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;
- XV. 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;
- XVI. 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;
- XVII. communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- XVIII. working in accordance with the Producer's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring company members do the same;
- XIX. maintaining good relationships with hirers and suppliers;
- XX. Attending Health and Safety Committee meetings and carrying out the following responsibilities for Health and Safety investigations:
- Following up on remedial actions and setting clear timelines with responsible parties (Head of Departments, General Manager, Company Manager, Production Manager).
 - Checking remedial actions are completed and signed off in the timeline agreed.
 - Communicating to all necessary parties the outcome of investigation or remedial actions taken - speaking to HoDs, whole departments or at company notices when necessary;

and any other duties as may be reasonably required in the course of your duties or as instructed by the Producer from time to time.



To apply, please send your CV with a short covering letter to joinus@playfuluk.com with your name and the role you are applying for in the subject line. Please send your application by no later than **2pm** on **Monday 19th May 2025**. Please note all applicants must have the right to work in the UK.

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