



### **Deputy Company Manager (Maternity Cover) Job Description**

**Job:** Deputy Company Manager (Maternity Cover)

**Responsible to:** Company Manager and General Manager

**Salary:** In line with industry standard

**Probationary Period:** 24 weeks

**Contract:** Fixed Term maternity cover contract.

Performances are 6 days per week, evening and weekend work will be required. Working schedule to be discussed. Performance schedule Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to WLPL's right to give two weeks' notice to close the Production.

**Start date:** ASAP

**Location:** Apollo Victoria Theatre, London

**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 musical or equivalent.

**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](mailto:joinus@playfuluk.com) with the role you are applying for, your name and where you saw the advert in the subject line by **Sunday 22<sup>nd</sup> February 2026**.

**To assist with the shortlisting process, please save your CV and cover letters in a PDF format, with the file name "First name' Last name' – CV/Cover Letter"**

**Interviews:** will be held for shortlisted candidates soon after the application deadline.

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:

- 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;
- deputising for the Company Manager in their absence, in such cases acting as the first port of call for all company management-related matters;
- managing company welfare and assisting with HR issues where appropriate, in conjunction with the Company Manager and General Manager;
- 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;

- supporting the Company Manager with daily management of all company members employed by WLPL, including the scheduling and recording of hours and preparing the weekly payroll;
- managing company holiday and ensuring an adequate level of show cover at all times;
- 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;
- working with the Company Manager, General Manager and Stage Manager to ensure the effective use of allocated staff and resources to run the show;
- 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;
- compiling and distributing show paperwork including but not limited to weekly and advance schedules, nightly figures, accident and incident reports, HSE reports and show paperwork relevant to the show bible;
- assisting with the management of petty cash for all departments;
- supporting the Company Manager with scheduling rehearsals in conjunction with the creative team and stage management;
- Assisting in facilitating the cast change period and ensuring smooth running of rehearsals, tech and cover rehearsals in conjunction with the Company Manager;
- 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;
- communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- working in accordance with WLPL's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring company members do the same;
- maintaining good relationships with hirers and suppliers;

and any other duties as may be reasonably required in the course of your duties or as instructed by WLPL 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.

The lead producers are Marc Platt, David Stone, and Universal Stage Productions. In the UK, Playful Productions are the Executive Producers and General Managers.