



**Company Manager  
Close To Home: The Mass Dance Event  
London Borough of Culture**

**Recruitment Pack  
July 2022**

Main Terms

Job role / Title:	Company Manager, Close To Home: The Mass Dance Event
Responsible to:	Administrative Producer and Production Manager
Key Relationships:	(Internal) Administrative Producer, Head of Operations and Production (External) Creative and Production Team, Participating Group Leaders
Fee:	£650 p/w
Contract:	August to late October 2022, freelance, fixed-term (9 weeks), starting w/c 29 August 2022, concluding end of w/c 24 October 2022
Hours:	Full time (40 hours per week including lunch breaks) Some weekend and evening work will be required
Location:	A combination of remote and on-site working with meetings and visits across Lewisham/London for workshops and production delivery. September and October months expected to be fully on-site throughout this delivery period, with reasonable adjustments to be made depending on the needs of the project.

## About the role

We are looking for a highly committed and diligent individual with a proven track record in providing crucial company welfare support and pastoral care, who is comfortable working in a fast paced and ambitious environment with a range of people including Lewisham community members, creative professionals and partnership stakeholders.

This role is a crucial role, central to the concept of the company wellbeing plan for the project, and spans the breadth of supporting the producer and company to deliver a high quality community performance work, with a cast made up of Lewisham community members, school groups and community dance groups.

You will support the Administrative Producer and the Production Manager in ensuring that the artistic and pastoral objectives are achieved and that the needs of the Lewisham community cast members are met to an exceptional standard.

## Role Profile

**Line Manager:** The Company Manager is accountable to the Administrative Producer and Production Manager

**Line Management:** the Company Manager has joint line management responsibility for the Stage Management Team, including work experience placements, with some overseeing responsibilities for Borough of Culture / Lewisham Local volunteers

## Main Duties

- To provide effective management to all staff under the Company Manager's line management, leading on the promotion of staff welfare
- Oversee performance management, together with the Production Manager
- Maintain an effective communication theatre with the Administrative Producer and Production Manager, and keep them in touch with matters concerning rehearsal and production
- Policies – uphold and implement policy frameworks concerning safeguarding, health and wellbeing, inclusion etc
- Supporting rehearsals / scheduling / full company rehearsals / Creative team practical needs in rehearsal (particularly full company rehearsals)
- Familiarise company members and creative team with the different areas of the performance and rehearsal sites, including sharing basic instructions for fire evacuation procedures
- Support the Administrative Producer in collating information about all participants (including permission slips, emergency contact, dietary requirements, photography and videography release forms, crediting information)

## Contracts and Accounting

- Deal with any contractual or union matters which may arise, in conjunction with the Administrative Producer and Head of Operation and Production
- Ensure the implementation of employment terms for all volunteer performers and stage management staff in accordance with the relevant union agreement

- Maintain order and discipline within the performing company and stage management in accordance with the relevant union agreements
- Together with the Production and Stage Managers, manage petty cash, credit card transactions, purchase orders, and all other financial transactions within the Stage Management Department
- Take responsibility for managing agreed budgets under your control
- *Monitor and control overtime as required and take responsibility for the processing of timesheets for the acting company and stage management*

### Rehearsal and Performance

- Oversee the delivery of stage management services for the production including the setting up and smooth running of some workshop rehearsals, all full company rehearsals, tech/dress rehearsals and performances
- Take responsibility for the management of rehearsal spaces and ensure that they are well prepared and safe environments
- Source and book additional rehearsal space if required
- Oversee the effective and efficient organisation of Company calls under the relevant union agreement
- Ensure production requirements are met in a timely fashion and all departments are kept informed of what is required
- Liaise with the Administrative Producer and Marketing Department to organise publicity and press calls
- Liaise with Costume Designer and Costume Assistant to organize wardrobe calls and fittings
- Write and distribute the technical schedule for the production week
- Together with the Production Manager, run the technical / dress / final rehearsals and ensure that the schedules are kept on track
- To be present for all technical / dress rehearsals and both performance days.
- Oversee maintenance of the production (i.e. any repairs or maintenance to costume and set pieces) when required
- Ensure any necessary PRS permissions are sought in advance of productions and PRS information is provided by the Composer / Sound Designer, and/or Technicians

### Health and Safety

- Together with the Production Manager, manage a well-organised, clean efficient and safe working environment in those areas used by stage management and company members
- Ensure all work undertaken by the Stage Management Department complies with the Albany's Health & Safety policy and practices and with current Health and Safety Legislation
- Implement staff training if and when required
- Ensure appropriate risk assessments are carried out for the production
- Take responsibility for the accountability of Company members and staff under CSM line management during fire evacuations

## General Responsibilities

- To liaise with other departments to ensure good communication and the smooth running of the Stage Management team for the production
- To take part in working groups as required
- To contribute to scheduling meetings as required
- To undertake any other duties as reasonably required.

## **Essential Skills**

- Prior experience of coordinating professional theatre projects and delivering them to the highest artistic and technical level.
- A good knowledge of production and technical techniques including stage, construction, rigging, lighting, sound and projection.
- The ability to demonstrate excellent technical and financial control.
- Proven project management, organisational and time management skills.
- The ability to lead a project in a calm, clear and professional manner.
- The ability to nurture the skills of individuals under their supervision.
- Knowledge of Health & Safety legislation and procedures as related to the theatre industry and proven experience of implementing these legislative requirements in a positive and sympathetic manner.
- Computer literate, fluent in the use of Office 365 applications.
- An interest in and enthusiasm for theatre.
- Ability to work well within a small dedicated production team.
- Ability to work with and support all other departments.
- An ability to remain, calm, professional and positive when working under pressure.

## **Desirable Skills**

- CAD drafting skills (AutoCAD)
- Company and/or Stage Management experience
- Health & Safety qualification or training
- Full clean driving licence
- First aid training
- Experience of working with young people and community groups