

JOB DESCRIPTION: COMPANY MANAGER

DATE: April 2019

1. **DEPARTMENT** Technical Department.
2. **RESPONSIBLE TO** Chief Executive, Artistic Director, Technical Director
3. **RESPONSIBLE FOR** Stage Manager, Senior Deputy Stage Manager,
Deputy Stage Manager and Seasonal ASM's

4. **MAIN PURPOSE OF JOB**

To ensure the effective management of the Company whilst on tour and at base.
To act as the CEO's representative for the Company whilst on tour and ensure the free flow of information between the tour and the head office.

5. **KEY RESPONSIBILITIES**

- To act as the communications link between the between head office and the company on tour.
- To ensure the general well-being of the company on tour in conjunction with the Artistic Director, Ballet Staff, Technical Director and Physio.
- To collate records of absence, sickness and injury and report to HR and Finance.
- To calculate the running tour costs regarding touring allowance, travel and overtime. Keeping accurate records and reporting to finance.
- To act as liaison with the venue front of house and administration staff in respect of provision of relevant production information, programme and merchandise sales, ticket sales and reports, and company banking as required.
- Ensuring compliance to the Company's Health and Safety Policy by the touring company.
- To assist the Artistic Director with any administrative tasks on tour as may be required.
- To support the Artistic Director in the management of the dancers and to be the first point of contact for dancer and other staff problems. This includes being fully conversant with the Dancers House Agreement.
- To produce daily cast sheets for inclusion in programmes.
- To organise the allocation of dressing rooms at each venue.
- To administer the allocation of Company House Seats in line with company policy.
- To collate and email nightly show and box office reports.
- To be responsible on tour for co-ordination of Juvenile Performers and their Chaperones as productions dictate.
- To administer the allocation and control of petty cash ensuring adherence to agreed budgets.
- To administer the requirements of visiting/guest personnel as required.

- To facilitate the requirements of the Communications, Development and Learning Departments in arranging interviews and photo calls and liaising with the Artistic director to make dancers available for these as required.
- To assist with the hosting of Corporate, PR and Friends events, pre and post show talks.
- When necessary make public announcements from the stage to the audience.
- Make presentations on stage when required.
- To work with the Technical HOD's on tour to ensure the productions maintain the highest professional standards.
- To oversee and assist the Stage Manager in the running of the Stage Management Team.
- To collate and maintain accurate records of venue and related production information.
- To book flights and other transportation arrangements as required for the company.
- To source and make bookings as required for additional rehearsal spaces on tour.
- To attend and minute the weekly touring HOD meeting and Production Meetings.
- To be able to cover the work of the Stage Management team and cover stage plots if required.
- To check Northern Ballet publicity material is appropriately visible on arrival at each venue/city.

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside this brief, as operationally required and at the discretion of senior management.

ESSENTIAL ATTRIBUTES

- At least 3 years in a similar position.
- A proven track record of working in large scale theatre
- A logical and methodical approach to planning and preparation.
- Experience of working in a high-pressured production environment.
- Excellent IT skills, Microsoft Office or similar.
- The ability to problem solve in a theatre environment with a calm measured approach.
- Experience of managing staff - good leadership skills with ability to challenge, motivate and discipline staff.
- Good communication and organisational skills.
- Proven experience in managing Health and Safety at work in a theatrical environment.
- Current Passport.

DESIRABLE ATTRIBUTES

- IOSH Managing safely certificate.
- Experience of Fit Ups and Get Outs.
- Experience of foreign touring.
- Full UK driving licence.

PERSONAL ATTRIBUTES

- An efficient and flexible approach; prioritises workload to meet targets and deadlines.
- Ability to work calmly under pressure.
- Creative problem solver.
- Pro-active; able to self-motivate and use own initiative in the absence of clear guidelines by identifying tasks, projects and/or potential problems in advance.
- Creating solutions and taking ownership of the outcomes.
- Good time management.
- Able to work as part of a team with friendly approach and remain open to others.
- To build good working relationships with other departments.