



Job Description

COMPANY MANAGER

Reports to General Manager, Production Manager and Producers

Show

The world-renowned, Olivier nominated, immersive, smash hit, will once again open at its new home, LABYRINTH Waterloo. With even more twists and turns for 2023, *Alice's Adventures Underground* is a fusion of storytelling, music, circus, puppetry and spectacle.

LABYRINTH Waterloo will also be home to the children's show which will feature the same innovative, immersive style as *Alice's Adventures Underground* but aimed at a family audience.

Purpose of Job

The Company Manager will head up the Company Management team (Deputy and Assistant) and be responsible for managing the day to day running of Alice's Adventures Underground throughout rehearsals and performances. They will work closely with the Directors, other Heads of Department, Production Manager, General Manager and Producers to schedule/run rehearsals and run the operation of the shows on a daily basis. They will ensure the coordination and care of the company and be a crucial point of liaison between teams and management on the project.

Duties and responsibilities include, but not limited to:

- To manage the company in a key leadership role, including the supervision of the technical Heads of Departments, show crew and/or deps as required.
- To manage the day to day running of the production.
- To ensure relevant information is effectively communicated to the acting company, creative team and technical departments.
- Work collaboratively with all other departments, including the technical team, to ensure the smooth running of the show.
- To work closely with the DSM to schedule and coordinate rehearsals and to ensure the weekly schedule and calls are sent out promptly and accurately.
- To look after the welfare and safety of the company and staff.
- Adhere and contribute towards risk assessments to ensure safety and security of staff members at all times.
- To liaise with the Production Manager, General Manager and Producers and ensure a smooth flow of information.
- Oversee the working patterns of staff and cast members in line with appropriate union agreements.
- To keep company timesheets and submit payroll information.
- To keep and account for all petty cash.
- To keep show cue sheets and paperwork up to date.
- Schedule and attend rehearsal, technical, dress and understudy rehearsals as required.
- Ensure that security, safety and good housekeeping procedures for the department are properly carried out.
- Comply with the Manager's Health and Safety policies and other policies at all times.
- Administrative tasks associated with running a department.
- To manage and train the Company Management department.

Person Specification

The post-holder must have the following:

- Experience as a Company Manager
- Experience of large-scale theatrical productions
- Experience with complex scheduling
- Experience managing teams
- Working knowledge of union agreements
- Experience of quick turnarounds between performances
- Problem solving ability
- The ability to maintain a calm and positive attitude
- Excellent communication and people skills
- A proactive approach to work
- The ability to work as part of a large team and independently

Desirable

- Experience with immersive or site specific theatre
- Able to demonstrate tact, diplomacy and discretion
- Able to demonstrate administrative efficiency
- First aid trained
- The ability to pre-empt and plan ahead of potentially difficult scenarios for the production

Smoking Policy Please note that the usual place of work, Labyrinth, is a no-smoking building.

Alcohol Policy All staff are expected to remain alcohol free during working hours and take personal responsibility for presenting themselves in a fit state for work i.e. alcohol free.



TITLE OF POST: Company Manager

START DATE: 23rd January 2023

PROBATIONARY PERIOD: Three Months

CONTRACT LENGTH: Ending Autumn 2023

Application Procedure

To apply, please send a CV and a short covering letter (no more than one page) outlining your suitability for the role, together with a completed Equal Opportunities Monitoring Form to jobs@mrluk.com by **10am 12th December** (quoting CM in the subject line).

We are committed to embracing diversity and inclusion across all departments, flexible working practices will be considered.