

JOB DESCRIPTION

Post: COMPANY MANAGER (Maternity Cover)

Reporting to: PRODUCTION DIRECTOR

Responsible for: Stage Management Team

Job Overview:

The Company Manager is head of the Stage Management Department.

This includes Stage Managers, Deputy Stage Managers, Assistant Stage Managers and Stage Crew who are often employed on freelance contracts to work on Bristol Old Vic's programme, including Bristol Old Vic Productions, Bristol Ferment, Outreach and Inspiring Visitors.

Bristol Old Vic's programme includes work at Bristol Old Vic, at other Bristol venues and on tour locally, regionally, nationally and internationally. The Company Manager will at times be responsible for a number of stage management teams working across a varied programme and multiple locations. As Head of Department, the Company Manager is expected to lead by example; providing a highly professional stage management service, which also sets a new benchmark for the pastoral care of our creative companies.

Responsibilities:

- To be responsible for the stage management requirements of Bristol Old Vic, both at the theatre, elsewhere in Bristol and on tour locally, regionally, nationally and internationally
- To liaise with the Producing Department on all projects, at the soonest opportunity, to assist with both feasibility planning and early development as well as final delivery
- To be present at Production meetings, Head of Department meetings, Health and Safety meetings and any other meetings or training sessions as required
- To provide clear leadership and direction for the Stage Management Department in support of Bristol Old Vic's vision
- To manage the budget of the Stage Management Department, including the delegation of any budget lines to the show specific staff, reporting any areas of challenge or concern to the PD or show Production Manager at the earliest opportunity
- To provide the PD and Producing Department with information relevant to the contracting of visiting companies and freelancers as required
- To oversee the handover of rehearsal schedules from the Producing Department to the show's Stage Management team, ensuring that prep for day one is carried out in a timely fashion, with a well prepared room and rehearsal props in place as required
- To ensure accurate timesheets are kept, with overtime managed within budget alerting the PD to any issues in a timely fashion
- To work with the PD on budgets, contracts and schedules to ensure clear and current information is always available
- To liaise with visiting artists and companies to prepare or provide, if needed, stage management support

BRISTOL OLD VIC

- To liaise with visiting artists and companies upon their arrival to welcome them to the building and to brief them on theatre procedures in respect of health and Safety, Security, get-ins, fit-ups and rehearsals
- To work with and assist the Bristol Old Vic Theatre School in presenting their productions, taking a supervisory/teaching role for the school from time to time
- To carry out, in conjunction with the PD, annual appraisals of any permanent staff within the department
- To be responsible for the first line of any disciplinary matters within the department, in consultation with the PD
- To help create a safe environment for staff members to work in
- To respond to any concerns of the acting companies in conjunction with the PD and Producing Department
- To be aware of and comply with Health and Safety regulations and to ensure all Stage Management staff are fully briefed
- To assist the Administration Department in the maintenance of the digs list and actor and guest staff information packs
- To maintain good housekeeping standards and keep up to date stock lists

General:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- To undertake additional duties as may reasonably be required
- To attend any training that may be mutually agreed on for the development of the post

Please note that the post holder will be required:

- To work throughout the whole building and at other venues as required. Excepting emergencies, reasonable notice will be given of work outside the BS postcode area.
- To supervise trainees and students
- To work as required on Sundays and Bank Holidays, and late/unsocial hours
- To work unsupervised from time to time
- To drive the company's vehicles when required, subject to licence and insurance considerations

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Extensive professional theatre experience of this type of role within similar sized venue or production company • Experience of budgeting and scheduling • Punctuality and reliability • Excellent time management • Good communication and excellent interpersonal skills • Up-to-date Health & Safety knowledge of legislation • Experience of working with and supporting creative teams • Excellent organisational skills • Ability to remain calm whilst working under pressure • Ability to be flexible and work as part of a team as well under your own initiative • Resourceful in problem solving • Experience of managing people • IT skills (especially MS Office) • Proven ability to work within allocated budgets with a working knowledge of the TMA/Equity Subsidised Repertory Agreement 	<ul style="list-style-type: none"> • Clean Driving Licence • Knowledge of other skills eg Sound, Lighting • Formal training in First Aid, Manual Handling • Knowledge of other IT programs such as AutoCAD, photoshop • Experience of touring theatre • Experience of basic prop making

Terms and Conditions

Hours: 35 hours per week on average, as required in order to fulfil the duties of the post, including evening and weekend working. Overtime is not payable although an informal time off in lieu system will operate

Contract Fixed term (Up to 12 months)

Salary range: Up to £26,500 per annum, depending on experience.

Annual Leave: 5.6 weeks (including bank holidays) pro rata initially, rising to 6.6 weeks (pro rata including bank holidays) after five years' service

Pension: It is the law that, depending on your age and level of earnings, we may be required to automatically enrol you into a workplace pension scheme where both you and the company will be required to make contributions.



Probationary Period: 3 months during which the notice period is 1 week on either side

Notice period Following the completion of a successful probationary period, the notice period is 1 month (4 weeks) on either side

Conditional Offer of Appointment: Pre-Appointment Checks:

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic. N.B. References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK.