

## **APPLICATION PACK - COMPANY MANAGER**

Thank you for your interest in this role. You will find information about the organisation and the role in the following pages, along with details of how to apply. Please read this information before you submit your application.

### **ABOUT THE ROYAL COURT**

The Royal Court Theatre is the writers' theatre; it is the leading force in world theatre for vigorously cultivating writers - undiscovered, new, and established.

Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. The uniqueness of our environment enables writers to ask questions we don't yet know need to be asked in ways we cannot yet imagine, inspiring audiences and influencing future writers.

Through the writers we strive to constantly reinvent the theatre ecology. We seek to find, cultivate, and create tomorrow's major writers and the classic plays of the future.

We seek stories from everywhere and create theatre for everyone, and we see our audience as one of our chief collaborators.

We invite and enable conversation and debate, allowing our writers and their ideas to reach and resonate beyond the stage, and the public to share in the thinking.

The Royal Court is committed to fostering an inclusive, socially just culture in which everyone feels they belong. We are an equal opportunities and disability confident employer. We seek a representative workforce for our city and we warmly welcome and commit to interview applicants with protected characteristics who meet the criteria for this role.

### **VALUES**

#### **ACUTE + RESTLESS**

We're driven by the need to unsettle pre-conceived ideas of theatre, applying intuition and acute intelligence to every script. We involve our audience in questions about what theatre could be and how it shapes our world. We want to make theatre history now.

#### **INTELLECT + DEMOCRACY**

We're unflinching in our intellectual bite and the stringency of our thinking.

We want to shatter the illusion that ideas are for the few, throwing open the best thinking and critical debate to a broad audience.

#### **EMPATHY + DISRUPTION**

We can't act alone. Together, we listen, respond and adapt, offering a sustaining and vital playground for experiment and ideas. We're bold and flexible, embracing positive disruption and the unpredictable.

## APPLICATION PROCESS

Please use the online application form to apply. A link to this form can be found on the jobs page of our website [www.royalcourttheatre.com](http://www.royalcourttheatre.com). <https://royalcourttheatre.com/about/jobs/>

The online application form will ask for the following things:

- Your personal contact information.
- Your NI number and / or any work permit details.
- Some equal opportunities data (optional).
- Your responses to the question below:

**Why are you suited to this role? Please summarise your skills, knowledge and experience to demonstrate how you meet the essential criteria in the person specification**

**Please answer this question within the Survey Monkey form.**

**You will also be asked to upload your CV as a word document or pdf file.**

**We will confirm receipt of your application via email.**

We will review all applicants response to the question and score these against the essential knowledge, experience and skills in the person specification alongside the CV to achieve a shortlist of people we will then invite to interview.

Candidates who currently have a valid work permit allowing them to work in the UK for the duration of this contract are welcome to apply. Unfortunately, we are unable to consider applications for this role which would require us to obtain a certificate of sponsorship or permit to work in the UK.

Please let us know if you would like further information, support with access requirements or an informal chat about the role. You can contact us on [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

You can also email us if you would like to submit your application in a different format or experience any difficulties with the Survey Monkey form.

**CLOSING DATE FOR APPLICATIONS: 10am Monday 16 May 2022**

## INTERVIEWS

First round Interviews will take place at the Royal Court in the week commencing **23 May 2022**

The interview panel for all rounds will be confirmed in advance with you.

We will respond to all candidates within 2 weeks of the application deadline regardless of whether they have been selected for interview or not.

## ABOUT THIS ROLE

<b>Job Title:</b>	<b>COMPANY MANAGER</b>
<b>Line Manager:</b>	<b>HEAD OF PRODUCTION</b>
<b>Line Manages:</b>	<b>FREELANCE STAGE MANAGERS</b>

## MAIN PURPOSE

### Brief description of role

This is a key, senior role at the Royal Court, supporting the delivery of all productions and projects and providing an essential link between the freelancers working on each show and the rest of the organisation.

The Company Manager will recruit, line manage and support Stage Management teams working at the Royal Court and ensure that all productions and projects are delivered with due regard to the welfare of actors and stage managers.

The Company Manager will work closely with the Producing Team to support current productions and projects and provide support and information in advance to inform future programming.

## RESPONSIBILITIES:

### Company Management

- Supporting the day-to-day needs of all performers and stage managers working at / for the Royal Court.
- Recruitment and management of all stage management teams for ESC productions and acting as the principal point of contact between stage management teams and the rest of the building.
- Ensuring that the SOLT and UK Theatre Equity agreements are upheld, and addressing any issues with the Senior Management Team as appropriate and keeping up to date with any changes within these agreements.
- Communicating calls for first day of rehearsals and co-ordinating with the producing team to ensure health and safety briefings and welcome meetings are included in the rehearsal schedule.
- Working with the General Manager, Producers and Producing Co-Ordinator to ensure that all actors and stage managers receive an accurate schedule, welcome letter, discount card and other induction material, as required.

### Productions

- Support the Producing team in planning schedules for the programme, with regard to operational, financial and other considerations for Stage Management.
- Booking rehearsal spaces for each production and maintaining an up to date list of appropriate rehearsal rooms and costs. Visiting rehearsal rooms in advance when possible, and working with the Theatre Manager on health and safety / risk assessments for external rehearsal rooms.
- Maintaining excellent relationships with providers of external rehearsal rooms, negotiating the best rates available and proactively seeking out new spaces whenever possible.
- Liaison with the Producing Team, Communications Team and Development Team during rehearsals regarding any additional activities for actors during the course of their contract.

- Liaising with the Head of Press and Publicity to support interviews, photo calls and other press commitments as required.
- Booking medical and physio appointments for company members as required, liaising with the producing team to ensure that these are within budget and company members' expectations and needs are managed accordingly.
- Attend and contribute to the weekly producing meeting and production meetings for all shows
- Supporting the tech and preview period and attending 1<sup>st</sup> Preview meetings and notes sessions during previews.
- Supporting the Theatre Manager and General Manager in the delivery of access performances for all productions, managing cast expectations and ensuring the cast and creative team are fully briefed about these performances at the earliest possible stage.
- Book and oversee Stage Managers for props returns on each production, encouraging recycling and resale of props whenever possible.
- Contributing to evaluation of each production and project as required.

## **Stage Management**

- Recruitment and support of all stage managers working at the RC, encouraging diversity and equality of opportunity.
- Supporting career development for stage managers, offering support, opportunities and mentoring when a possible / appropriate and meeting with new freelance stage managers (including recent graduates) to support their access requirements, job share opportunities, flexible hours and personal development.
- Providing training opportunities for stage managers and working with drama schools to set up, support and run work placements for stage management students, acting as a mentor for students when appropriate.
- Carry out individual feedback with stage managers at the end of each show.
- Liaison with other Company Managers to promote good working standards across the sector.

## **Finance**

- Liaise between the Finance Team and the Stage Managers working on each show.
- Ensure Stage Managers are briefed about how to manage props floats / budgets and what information the finance team need.
- Overseeing and completing timesheets for each production on a weekly basis, in accordance with the SOLT and UK Theatre Equity agreements.
- Working with finance and the producing team to ensure the finance team have all the necessary information for processing actors and stage manager's payroll (eg starter forms, subsistence, pension details etc).

## **General**

- Play an active part in development, promotion and implementation of all company policies including anti-racism, anti-oppression, representation, access, safeguarding, environmental sustainability and health and safety.
- Upholding the organisation's sustainability policy and practice; sharing this with Stage Managers and encouraging them to prop sustainably and follow the guidance set out in the Green Book.
- Stage Managing and assisting with one off projects and workshops when required.
- Supporting the wellbeing of freelancers working with the Royal Court.

- Supporting the Head of Production and the Theatre Manager in ensuring the company's health and safety policy is regularly reviewed and upheld at all times. Contributing to a positive health and safety culture within the organisation.
- Attending Royal Court 1<sup>st</sup> preview and press night performances, readings and other events as required.
- Attending staff and general company meetings.
- Ensure that rehearsal books are stored safely at the end of each run.
- Assisting with setting up and clearing rehearsal rooms and spaces for workshops as required.

This job description is a guide to the nature of the work required by the Company Manager and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the General Manager or Head of Production.

## PERSON SPECIFICATION

### Essential

- A detailed understanding of the production process and previous experience of working with performers and stage managers
- Ability to deal confidently, with tact and discretion, with a wide range of people
- A supportive and empathetic approach
- Demonstrable leadership skills
- Ability to think on your feet and balance multiple priorities
- Strong organizational and administrative skills
- Excellent interpersonal and communication skills
- Commitment to supporting pathways into Stage Management roles and improving access

### Desirable

- A knowledge and understanding of Equity agreements with SOLT and UK Theatre
- Knowledge of child licensing and experience of working with children and chaperones

## TERMS AND CONDITIONS

**Hours:** 40 hours per week, usually 10am - 6pm Monday – Friday (1 hour lunch break)  
Due to the nature of this role some evening and week end work will be required and you may be asked to work additional hours from time to time. A TOIL system is in place to balance unusual hours.

**Contract:** **Permanent**

**Salary:** £40 - £42.5k depending on experience

**Holiday Entitlement:** 20 days per year, plus 8 days for statutory holidays. Increasing to 25 days per year after 2 years' service

**Pension:**

The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

**Other Benefits:**

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free travel season ticket loan, cycle to work scheme, free life assurance
- Discount on meals and drinks in the Royal Court's Bar and Kitchen.
- Discount on all purchases in the theatre's Bookshop, subject to discount policy.