



### **Company Manager**

The Producers are seeking an experienced Company Manager to take responsibility of the daily operational and company management of the Australian production of *Come From Away*, commencing in Melbourne in 2019.

This position is responsible for the logistics for and daily management of a touring company of 39 artists, production staff and musicians, as well as specialist staff and contractors. The Company Manager will be responsible for financial management of all daily operations and the management of financial expenditure and income, including input on ticketing inventory and yield management.

The ideal candidate should have a minimum of four years proven experience in the commercial theatre or within the live entertainment industry in a senior management position. Experience in venue or company management or administration role would be an advantage.

This is a full-time touring position supported by a deputy, and reports to the Executive Producer.

#### **The scope of this position includes:**

- Acting as representation of the Producers to all parties involved with the production.
- Supervising and executing the general and company management of the production including the supervision of all artists, musicians, production heads of department, stage management and all specialist production staff.
- Liaising with all creative staff of the production in respect of the general management of the rehearsals, production and operation of the production.
- Liaising with the production's publicist, marketing staff and ticketing organisations.
- Liaising with venue management, venue staff, front of house, merchandise and box office staff in the general operation of the production.
- In respect of ticketing, this includes daily communication with box office staff in coordination with the Producers to ensure maximum inventory yield, accurate reporting, and management of house seats.
- Negotiating and drafting production contracts in accordance with the budget allocation and guidelines of the Producers.
- Processing payroll for the production's employees.
- Providing analysis and subsequent budget information to the Producers to enable decision-making process.
- Industrial Relations.
- Coordinating all travel, accommodation and per diem requirements of the production.
- Coordinating publicity requirements including the arrangement of public appearances for promotional reasons, working closely with the publicity and marketing teams.

**newtheatricals**

342 West 85th Street #4C, New York, NY USA 10024 T: +1 347 301 4388 E: [rodney@newtheatricals.com](mailto:rodney@newtheatricals.com)  
PO Box Q1349, QVB NSW Australia 1230 T: +61 (0) 2 9261 0542 E: [info@newtheatricals.com](mailto:info@newtheatricals.com)  
[newtheatricals.com](http://newtheatricals.com)



- Consulting with the Producers, technical direction and heads of department to ensure the production's operations are fully executed in an efficient manner, and that they are correctly documented for future reference.
- Ensuring all health and safety requirements of the venue and production are executed and correctly documented.

**Key selection criteria include:**

- A proven understanding of theatre and the performing arts industry as a "business"
- Experience in the Theatre or Live Entertainment industry
- Proven business experience
- Strong communication skills and the ability to influence
- Ability to manage competing demands, set priorities and work to tight deadlines
- Attention to detail
- Proven budgeting/costing and problem-solving experience
- Proven knowledge of the relevant industrial awards is ideal
- A team player within a small group, but also able to work autonomously
- Proficiency in Microsoft Word and Excel and excellent written and verbal communication skills are a must.

**Salary:** base annual salary \$98,800 + superannuation

**Commencement:** Position will commence on or around 6<sup>th</sup> May 2019

**Applications:**

- Written applications should be addressed to Kiaya Hacene, Executive Producer via [careers@newtheatricals.com](mailto:careers@newtheatricals.com)
- Applications must include a covering letter detailing professional experience and a current CV with contacts for two referees.
- Applications close Friday 12<sup>th</sup> October 2018
- Applicants must have the legal right to work in Australia.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.

**newtheatricals**

342 West 85th Street #4C, New York, NY USA 10024 T: +1 347 301 4388 E: [rodney@newtheatricals.com](mailto:rodney@newtheatricals.com)  
PO Box Q1349, QVB NSW Australia 1230 T: +61 (0) 2 9261 0542 E: [info@newtheatricals.com](mailto:info@newtheatricals.com)  
[newtheatricals.com](http://newtheatricals.com)