

## **Deputy Company Manager**

Newtheatricals Pty Ltd is seeking an experienced Sydney based Deputy Company Manager to work in collaboration and under the direction of the Company Manager collectively taking the responsibility of the daily operational and company management of the Australian production of *Come From Away*.

This position is responsible for the logistics for and daily management of the touring company of artists, production staff and musicians, as well as specialist staff and contractors. The Deputy Company Manager will be responsible for assisting the Company Manager with 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 three years proven experience in the commercial theatre or within the live entertainment industry in a management position. Experience in venue or company management or administration role would be an advantage.

This is a full-time position across multiple contracts, commencing with an Australian tour.

### **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.

- 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 including COVID Safe policies and procedures.

**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 company management or similar 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:** Salary package of \$79,716 pa (including superannuation).

**Commencement:** Contract will commence in Melbourne in late November / early December 2020 (commencement dates to be confirmed).

**Applications:**

- Written applications should be addressed to Nicole La Bianca, Associate Producer, via [info@newtheatricals.com](mailto:info@newtheatricals.com)
- Applications must include a covering letter detailing professional experience and a current CV with contacts for two referees.
- Applications close 5pm Wednesday 28 October 2020
- Applicants must have the legal right to work in Australia.
- Applicants **must** be Sydney based.
- Strictly no recruitment agencies.
- Only shortlisted applicants will be contacted.