

Reports to:	Company Manager	PD Classification:	Support
Team:	Operations	Status:	Full Time – 1 Year Contract
Salary Range:		Effective Date:	
Position Holder Signature:			
Manager Signature:			

Role Purpose

The Deputy Company Manager is responsible for assisting and coordinating the management of cast, creatives, company touring and logistical support for our mainstage productions, education programs, functions and events within our national program of activity.

The Deputy Company Manager works closely with the Company Manager to arrange and facilitate touring and logistical support across all company activity including mainstage and education programs. The Deputy Company Manager also works with the Company Manager to ensure a safe and healthy working environment is maintained and that obligations of the employer are met for all cast, creatives and production staff.

The Deputy Company Manager works closely with the Company Manager to ensure the administrative elements of Company Management are completed to a high standard and in a timely manner.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

Significant Working Relationships

Direct Reports (by position title):

- NA – This role reports to the Company Manager

Other Key Relationships:

Internal

- Company Manager; responsible for managing the delivery of the mainstage and education programs including engagement with cast, creatives and crew.
- Head of Production; responsible for leading the Operations Team in the planning and delivery of all requirements of the Company's activities and operational requirements.
- Artistic Administrator; responsible for managing the audition, recruitment and contracting of cast, creatives and all other artist engagements for the company.
- Education Programs Officer; responsible for coordinating activity delivered by teaching artists as part of the education program.
- Production team; responsible for managing the touring of staging and technical elements along with the logistical requirements of presenting our mainstage performances in venues, including support for seasonal production staff.
- Cast, crew and creatives; ensuring they are supported and that there are strong communication links between the office and the rehearsal room/theatre/touring companies.
- Departmental staff within the organisation and relevant to the delivery of projects and company activity. This is inclusive of the Finance, Development and Marketing teams as well as administrative staff.

External

- Live Performance Australia (LPA)
- MEAA (Union)
- Travel agents and brokers
- Accommodation partners and providers
- Airlines
- Ground transport companies
- Theatre venues
- Health and wellbeing providers

Authority / Discretionary Limits

- As directed by the Company Manager, manage expenditure within allocated budgets.
- Authority to operate a company credit or debit card.

Key Result Areas (KRA)

Key Result Area: 1. Company Management

Key Tasks

- Assist the Company Manager to ensure clear and regular communication with the cast, creatives and crew of the company productions and programs.
- Assist cast, creatives and crew within the terms of the national Award or industry agreements.
- Support and participate in company inductions and welcoming cast, creatives and crew to the company.
- Assist in preparing company documentation relating to company management (including, but not limited to scripts, welcome packs, tour books and itineraries).
- Process ticket requests for touring companies in line with allocations made available to each production.
- Support the management of performance specific Work Cover claims and follow-up treatment.
- Maintain an up to date record of contact details for all cast, crew and creatives working on company productions and programs in Excel and on Tessitura.
- Assist the Company Manager and Education Programs Officer with gifts, health and wellbeing support for the cast, crew and creative teams at specific times throughout the season, including opening night presents and catering for significant milestones.

Key Result Area: 2. Touring Logistics

Key Tasks

- Coordinate all travel and accommodation for cast, creatives, crew and production personnel, including gathering information, booking and monitoring the specific touring requirements for each production.
- Draft and create tour books and itineraries for touring companies.
- Update and distribute information pertaining to travel and accommodation to all members of the company for the duration of the tour.
- Monitor and report on all travel and accommodation related expenditure.
- Monitor expenditure against the annual budgets and provide feedback to the Company Manager.
- Assist with the logistical aspects of each touring production.
- Assist with the smooth transfer of each touring company and production from venue to venue across Australia.
- Participate in the development of digitised, real time and accurate touring information.
- Identify savings and develop cost effective strategies for travel and accommodation, including seeking out new business partnerships with accommodation and travel providers.
- Work with the Company Manager to identify and summarise data which supports relationship development with sponsors.
- Assist the Education Programs Officer with the logistical planning and delivery of the education programs as required.

Key Result Area: 3. Production

Key Tasks

- Work in consultation with the Head of Production and the Company Manager to brief stage management teams on company policies and procedures.
- Maintain stage management induction information within the scope of work specific to company management.
- Instill company values on cast, creatives and crew to ensure that all areas of production are working in an environment of harmony and equality.
- Be available to provide touring support to touring teams as directed by the Company Manager.
- Regularly check in with stage management teams regarding the overall health and wellbeing of the company as directed by the Company Manager.
- Attend production meetings as directed by the Company Manager or Head of Production.

Key Result Area: 4. Finance

Key Tasks

- Work with the Head of Production to establish accurate budgeting mechanisms for future productions and seasons.
- Regularly check and report on the annual expenditure for accommodation and travel for all cast, creatives, crew and production personnel associated with each touring production and assess against allocated budgets.
- Reconcile expenses associated with the management of touring companies in a timely manner.
- Manage the distribution, tracking and reconciliation of Cabcharges for all touring companies and seasonal production staff.
- Track and reconcile the e-tag and fuel card expenses for all touring companies.
- Incur company management related expenses as directed by the Company Manager.
- Provide information to the Company Manager regarding per diem payments for cast, creatives and crew.
- Maintain payroll documentation to support the Company Manager with payroll.
- In association with the Company Manager, monitor and update any Award increases for allowances, payments and salaries.

Key Result Area: 5. General Responsibilities

Key Tasks

- Participate in the creation, delivery and implementation of company policies and procedures, including WHS.
- Instill a sense of company pride in all creative teams, cast and crew. This may include regular communication, visits and support across seasonal activity and peak periods of work.
- Ensure effective communication between artistic and administrative staff.
- Work with the Company Manager to develop and encourage a positive culture for all company members. Ensure all staff approach their work in a consultative and harmonious manner.
- Work with the Company Manager to ensure clear and constant communication and ease of relationship between administrative and contract staff.
- Work closely with suppliers to minimise travel and accommodation costs and to develop relationships with new travel and accommodation providers to secure competitive rates.
- Regularly report to the Company Manager any major logistic or wellbeing issues within touring companies.
- Support and participate in company events such as In Conversation, In The Rehearsal Room, Gala and opening nights.
- Be willing to work alongside the schedules of the productions (including evenings and weekends) as required or directed by the Company Manager and Head of Production.

Position Attributes

Educational Qualifications

Essential

- NA

Desirable

- Relevant tertiary qualification
- Current First Aid Certificate
- Current Mental Health First Aid Certificate

Experience

Essential

- A minimum of three years' professional arts industry experience
- Experience in working with and managing artists in a performance environment
- Experience in the touring of live theatrical works

Desirable

- Regional touring experience
- Touring logistics experience
- Company management experience

Knowledge

Essential

- A thorough understanding of the operation of a performing arts company
- An understanding of the artistic process and the ability to work with creative teams
- Experience in managing tour and travel logistics
- Exposure to health and wellbeing best practices
- High level proficiency in the use of computer systems (including the Microsoft Office suite)
- Current Australian Driver's Licence

Desirable

- Knowledge and understanding of theatrical awards and certified agreements

Behavioural Skills

Essential

- An empathy and desire to work with people while maintaining a calm and patient persona
- High level of attention to detail with an ability to provide a high standard of administrative support
- Proven ability to work in a team environment whilst also able to work autonomously
- Strong organisational skills
- Ability to work under pressure
- Ability to prioritise, organise and coordinate
- Ability to use initiative and apply knowledge and experience to new situations
- Ability to contribute to a team and to work effectively within it
- Ability to manage multiple projects and meet tight deadlines
- A willingness to work on weekends and in the evenings when required, including receiving after hours' phone calls
- A willingness to travel interstate for short periods to time
- Conflict resolution skills