
DEPUTY COMPANY MANAGER

Company Profile

Our Vision

To be the best theatre company in Australia and lead the cultural conversation.

Our Mission

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

About MTC

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEXT STAGE and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 97 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

Purpose of the Position

Across each season, the role is required to act as the primary Company Manager on designated mainstage productions, serving as key point of contact for artists. The role will ensure supports and processes are in place and facilitated to actively promote and deliver a safe, productive, happy workplace and experience.

As Deputy Company Manager, the role will also be required to remain aware and across all mainstage productions as well as ancillary Company events, enabling them to assist the Producer and Associate Producer/Company Manager when and where necessary.

Key Relationships

The Deputy Company Manager is part of the Artistic Department, reporting to the Associate Producer/Company Manager and Producer.

The role also fosters and maintains strong relationships with actors and creatives working with the Company.

Duties & Responsibilities

Duties include, but are not limited to:

Artist Employment Conditions

- Develop and maintain strong knowledge of the Performers' Collective Agreement (PCA)
- Liaise closely with Casting and the Associate Producer/Company Manager for full understanding of any special conditions in artist contracts, across all productions
- On productions, ensure adherence to contractual conditions, communicating these to relevant internal stakeholders (eg. Stage Management, Payroll) and act as point of liaison and advice between artists and the appropriate departments
- Act as point of contact for artist concerns/queries and ensure follow up by relevant departments

Artist Welfare

- Proactively facilitate positive morale and relationships between the Company and its artists
- Encourage safe work practices amongst all artists and raise awareness of OHS and Wellbeing policies of the Company
- Identify and actively report OHS issues if they arise
- Facilitate meetings of acting companies when required
- On occasion, assist Casting Department with special requirements of visiting artists and offer welcome and support for those artists
- On productions,
 - work in conjunction with Stage Management and EHS Coordinator to induct artists
 - organise all work-related medical or physiotherapy requirements/ appointments for artists and liaise with the EHS Coordinator on any WorkCover claims
 - liaise with Ticketing and PR on complimentary tickets for opening night and season
 - coordinate and host required artist hospitality, including attendance and post-show duties at First Preview, Opening and Closing nights; requiring late evening hours of work.

Creative Process & Communication

- Provide support to creative artists. Discuss and relay any concerns to Artistic Director, Executive Director/or Producer, Casting Director/Executive as appropriate
- Maintain clear lines of communication between artists and other Company staff
- Liaise with all Company departments as necessary, ensuring relevant information is communicated to the wider Company as required;
- Report regularly to Producer on areas of risk or concern
- Issue pre-production Welcome letters to Directors and Stage Management teams
- Attend Technical Rehearsals as required, including some late evenings.

Attendance at Meetings

- Attend weekly Artistic department meetings to provide update on current productions and artists in-house
- Attend design presentations, production meetings and company runs
- Attend first week of rehearsal de-brief sessions with Artistic Director, Executive Director and Producer
- Attend rehearsal and post-Opening Stage Management de-brief sessions on productions

responsible

- Follow up on action items and ensure key learnings are communicated to relevant departments

Scheduling

On productions responsible:

- Liaise and coordinate with Stage Management, Development and other departments (as necessary) on actor call times for extra activities. *Eg. Development events, guest appearances at Education events*
- Work with Production Management to ensure the production schedule meets PCA conditions
- Assist in coordinating and providing cast and crew meals (where appropriate and required)
- Provide guidance/advice to Stage Management, in liaison with Payroll, on timesheet queries
- Ensure performance/tour schedule changes are communicated accurately to artists and company

Artist Travel & Accommodation

- Work with Casting Department, Producer and Associate Producer/Company Manager to coordinate, book and track Artist Travel and Accommodation. This may include:
 - Liaising with Production Department to determine Artistic travel requirements
 - Liaising with and communicating travel arrangements with Artists and their representatives
 - Generate and distributing travel documentation/itineraries and Welcome information
 - Coordinate immigration requirements for international artists/productions as necessary
- Maintain positive relationships with MTC's Travel and Accommodation providers, working in partnership with the Development Department where providers are also Corporate Partners.

Marketing & PR

On productions assigned:

- Work with Marketing & PR to obtain artist information for programme and online
- Act as a point of contact for publicity calls including in-person interviews, phone interviews and photoshoots
- Liaise with PR to ensure artists receive publicity materials as per contractual requirements
- Work with Casting Department and Marketing & PR to generate and distribute photography and/or video release forms for additional Marketing & PR activity

Other Events

On productions assigned:

- Assist Development with access to artists for functions whilst managing artist welfare
- Communicate post-show Event details to Stage Management and Artists, acting as a liaison between Development and Artists, Stage Management and other show personnel
- Where appropriate and required, attend Development events with artists
- Ensure details are communicated to Stage Management and Artists of post-show Q&A's. Attend post-show Q&A's where required
- Work with Producer and Associate Producer/Company Manager to coordinate VABT collections

Touring, Co-Productions & Buy-ins

If required to tour with productions:

- Communicate with Co-Producers and Presenters on co-productions and tours as requested
- Act as central contact for artists with regard to touring
- Arrange regular, comprehensive tour updates for artists, relevant production staff and show crew (tour personnel) – this may include scheduling meetings during rehearsals or season
- Arrange flights, ground transport and accommodation for all tour personnel as necessary
- Assist with addressing special touring requests (eg. hire cars, drivers, children/pets on tour etc.)
- Generate and distribute a comprehensive tour booklet for all tour personnel

Other

- Develop and maintain basic knowledge of MTC's Production and Theatre Service Employees Agreement (EBA)
- Work with Casting and the Associate Producer/Company Manager to ensure the Company is compliant when employing children
- Arrange faxes, flowers, cards or gifts at times of celebration or loss
- Offer Company Management assistance for MTC ancillary events as requested
- Administrative assistance to Producer and Associate Producer/Company Manager as required.

This is a newly created position, thus the role and responsibilities may evolve over time out of necessity and with due consultation.

Skills & Attributes

- Minimum 3 years' experience working with artists in live theatre
- Able to problem solve under pressure with sensitivity in a multifaceted environment
- Flexibility to adapt and respond to the needs of a production as they arise
- Strong administration skills and highly organised
- Strong communication skills
- Experience with current entertainment employment conditions (desirable)
- Current Driver's Licence (desirable)

Environmental Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual
- Adopt work practices that support EHS programs
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities

- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation

Conditions

MTC is an equal opportunity, smoke-free, family friendly employer and a dog-friendly workplace.

The position is offered on a full-time basis for a fixed term. Ordinary hours of work are 37.5 per week, Monday to Friday, including regular evening and weekend work.

Conditions include annual leave loading, 10% superannuation, an in-house subsidised canteen and complimentary theatre tickets.

Access and Inclusion

MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

VERSION			
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