

### DEPUTY COMPANY MANAGER

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#### Company Profile

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##### **Our Vision**

To be recognised as one of the world's preeminent theatre companies, leading the cultural conversation and chosen as a favourite destination for Australians.

##### **Our Purpose**

To share remarkable stories that enable people to better understand the world around them.

##### **Our Values**

*Leadership:* We are a contemporary leader in the arts, with a clear vision and viable roadmap for the future. We are a part of the cultural conversation, ensuring theatre remains an influential and relevant artform in Australian and internationally.

*Equity and Inclusion:* We support and promote equity across our staff, performers and program. We also represent and reflect the diversity of our society and the many stories of our time.

*Creativity:* We take artistic risks and challenge conventional performance boundaries. We integrate creativity into our daily work, using it to solve business challenges as they arise.

*Connection:* We grow and connect with our communities (both internal and external) by ensuring Melbourne Theatre Company remains relevant. We do this by listening, understanding and evolving to challenge, inspire and entertain.

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#### Purpose of the Position

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The Deputy Company Manager is a key point of contact for artists engaged by Melbourne Theatre Company for the annual season.

Reporting to the Company Manager, the two-person Company Management team work to ensure supports and processes are in place and facilitated to actively promote and deliver a safe, productive, welcoming and happy workplace and experience for artists.

Across an annual season, the role will act as the primary Company Manager on designated mainstage productions, and may be called upon to assist with ancillary events and programs as necessary.

The role is a key support and facilitator for the operational needs of the Company, fulfilling and sustaining communication and cooperation between Melbourne Theatre Company's administrative departments and its artists.

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## Key Relationships

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The Company Management team shall comprise of two: a Company Manager and the Deputy Company Manager.

Together, the Company Management department reports to the Associate Producer, and as part of the Artistic Department, through to the Director of Artistic Operations.

The position will build and maintain effective working relationships across Melbourne Theatre Company and externally, in particular with:

Internal Relationships:	External Relationships:
<ul style="list-style-type: none"> <li>• Performers and Creatives engaged by the Company</li> <li>• Artistic Department</li> <li>• Executive Director &amp; Co-CEO</li> <li>• Production Department (including Stage Management)</li> <li>• Marketing and Communications Department</li> <li>• Development Department</li> <li>• People and Culture Department</li> </ul>	<ul style="list-style-type: none"> <li>• Travel and accommodation providers</li> <li>• Specialists and consultants required to support each production's needs</li> <li>• Melbourne University's Injury Management Team</li> </ul>

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## Duties & Responsibilities

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Across each annual season, the role will act as the primary Company Manager on designated mainstage productions.

Duties include, but are not limited to:

### Artist Employment Conditions

- Develop and maintain strong knowledge of the Live Performance Australia Performers' Collective Agreement (PCA), in addition to Melbourne Theatre Company's internal policies, with specific understanding of their application relating to cast and creatives.
- On productions responsible as lead Company Manager:
  - Maintain full understanding of any special conditions in artist contracts and ensure adherence to all contractual conditions, communicating these to relevant internal stakeholders (e.g. Stage Management, Payroll).
  - Act as point of contact for artist concerns/queries and ensure follow up by relevant departments.
  - Where production involves the engagement of a child artist, work with Casting Department and the Associate Producer to ensure the Company is compliant with child employment requirements.

### 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 Health & Safety and Wellbeing policies of the Company.
- 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 responsible:

- Assist to induct artists.
- Organise all work-related medical or physiotherapy requirements/appointments for artists.
- Liaise with and assist the People & Culture Department on any artists' WorkCover claims including, where necessary, direct correspondence with the insurer.
- 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, and other events as necessary; requiring late evening hours of work.

### **Creative Process & Communication**

- Maintain clear lines of communication with the Company Manager, Associate Producer and Director of Artistic Operations, to ensure all are kept informed of undertakings and developments relating to artists in the rehearsal room or in-season.
- On productions responsible:
  - Issue pre-production packs to Directors and Stage Management teams.
  - Provide support to creative artists. Discuss and relay any concerns to Management as appropriate.
  - Maintain clear lines of communication between artists and other Company staff, ensuring relevant information is communicated to the wider Company as required.
  - Attend Technical Rehearsals and Previews as required, including some late evenings.

### **Attendance at Meetings**

- Attend regular Artistic department meetings to provide update on current productions responsible, and artists in-house.
- Attend design presentations, production meetings and company runs.
- Attend 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 and other departments (as necessary) on actor call times for extra activities. *Eg. Development events, guest appearances at Education events.*
  - Ensure the production schedule meets PCA conditions.
  - Assist in coordinating and providing cast and crew meals (where appropriate and required).
  - Provide guidance/advice, in liaison with Payroll, on timesheet queries.

### **Artist Travel & Accommodation**

- On productions responsible:
  - Work with other stakeholders as necessary to coordinate, book and track artist Travel and Accommodation. This may include domestic and/or international, including coordination of immigration requirements if necessary.

### **Marketing & PR**

- On productions responsible:

- Assist Marketing & PR with access to artists for promotional purposes, and ensure planned promotional activities consider artist welfare and adhere to terms of employment.
- Act as a point of contact for publicity calls including in-person interviews, phone interviews and photoshoots.
- Work with Company Manager, Casting Department and Marketing & PR to generate and distribute photography and/or video release forms for additional Marketing & PR activity.
- Assist in the collection and collation of artist information for public use (e.g. bios for programmes) and participate in proofing rounds for materials including such artist information.

### **Other Events**

- On productions responsible:
  - Assist other departments as necessary, with access to artists for functions whilst managing artist welfare.
  - Communicate post-show Event details (including post-show Q&A's and Development Events) to Stage Management and Artists, acting as a liaison between show personnel and the department hosting the Event.
  - Attend post-show events (including post-show Q&A's and Development Events) where required, in consultation with the Company Manager and the Associate Producer.

### **Touring, Co-Productions & Buy-ins**

- Where, on productions responsible, such production is touring, a co-production or a buy-in:
  - Develop and maintain a strong understanding of the relevant touring, co-production or buy-in Agreement.
  - Communicate with external Co-Producers and Presenters as requested.
  - Act as central contact for incoming and outgoing artists with regard to touring.
  - Arrange regular, comprehensive tour updates for artists, relevant production staff and show crew (tour personnel).
  - Arrange travel and accommodation for all tour personnel as necessary.
  - Generate and distribute a comprehensive tour booklet for all tour personnel.
  - Where requested, review the budget reconciliations to ensure all appropriate costs are captured.

### **Other**

- Develop and maintain basic knowledge of Melbourne Theatre Company's Production and Theatre Service Employees Agreement (EBA).
- Arrange faxes, flowers, cards or gifts at times of celebration or loss.
- Offer Company Management assistance for Melbourne Theatre Company ancillary events as requested, such as brochure photoshoots and season launches.
- Administrative assistance to Director of Artistic Operations and Associate Producer as required

**As the welfare needs of the industry continually evolve, responsibilities may too evolve over time out of necessity and with due consultation.**

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## Skills & Attributes

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- Minimum 3 years' experience working with artists in live theatre.
- Proven understanding and appreciation of rehearsal and production processes in live theatre.
- Able to problem solve under pressure with sensitivity in a multifaceted environment.
- Able to work proactively in both individual and team scenarios.
- 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).

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## Environmental Health & Safety

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All Melbourne Theatre Company staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with Melbourne Theatre Company Health and Safety policies and procedures
- Adopt work practices that support Health & Safety 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 Melbourne Theatre Company management in relation to actions taken to comply with Occupational Health and Safety and Environmental legislation

In addition, all managers/department heads must:

- Be responsible for the day-to-day management of Health and Safety issues
- Ensure adequate consultation with Melbourne Theatre Company staff and contractors regarding Health and Safety
- Implement Melbourne Theatre Company's Health & Safety policies and procedures, and the annual Health & Safety scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new staff or contractors receive induction Health & Safety training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe

- Maintain appropriate records as required under the University of Melbourne's Safety Mapping program
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section

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## Conditions

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Melbourne Theatre Company 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 12-month fixed term. Ordinary hours of work are 37.5 per week, Monday to Friday, including regular evening and weekend work. The position does not accrue overtime, but shall be provided time-off in lieu.

The position shall be provided a Company mobile phone.

Conditions include annual leave loading, 10.5% superannuation and complimentary theatre tickets.

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## Access and Inclusion

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Melbourne Theatre Company 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.

Melbourne Theatre Company 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.

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Version Control			
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