

# Job Description

**Company Manager**  
*Hamlet Hail to the Thief*  
Barbican Centre

**Producer:** ATC Music Group and TEG+  
**Executive Producer & Originating Theatre:** Royal Shakespeare Company  
**General Manager:** New Road Theatricals

**Contract Type:** Fixed Term Contract – based on SOLT/Equity West End Agreement

**Duration:** Full-time fixed term contract, starting in wc 21 September 2026 until 23 January 2027. Any days worked prior to 21 September will be paid pro rata, per day worked.

Fixed term contract dates are dependent on the production schedule and are subject to change and the Producer's right to give not less than two weeks' notice of closure of the production).

Some preparatory work and production meetings may be required prior to the start date and for the get-out after 23 January 2027. Exact dates and times to be mutually agreed.

The standard weekly performance schedule includes evening performances on Mondays to Saturdays at 7.45pm, with matinee performances on Thursdays and Saturdays at 2.30pm. There will be variances to this schedule at certain times including the preview period and the Christmas period.

**Salary:** Above Equity Minimum

**Hours of Work:** An average of 45 hours per week, normally worked over 6 days with one day off per week.

**Holiday Pay:** No holiday to be taken during the term of the engagement but holiday pay will accrue and be paid in line with the SOLT/Equity agreement at the end of the engagement.

**Subsistence:** If applicable, paid in accordance with the SOLT/Equity West End Agreement.

**Responsible To:** General Manager. Also at times responsible to Production Manager.

**Responsible for:** *The Hamlet Hail to the Thief* company

Co-created by Thom Yorke and celebrated directors Steven Hoggett and Christine Jones and following sell-out runs in Manchester and Stratford Upon Avon last year, **Hamlet Hail to the Thief** now transfers to London's Barbican Theatre for a strictly limited season from 31 October 2026.

Shakespeare's great tragedy and Radiohead's critically acclaimed album collide for a mesmerising live experience that fuses theatre, music and movement.

**Key show dates:**

- Rehearsals will commence on 21 September or 28 September 2026 in London
- Tech week will commence w/c 24 October 2026
- First Performance on 31 October 2026
- Opening Night on 12 November 2026
- Final Performance on 23 January 2027

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All dates are subject to change.

## **Venue:**

Barbican Centre Theatre

The Company Manager is the beating heart of the production and the key contact and manager for all company and staff. They are the Producer's management representative on the ground and instrumental to the success of the run, and to creating a positive wellbeing and inclusive culture.

## **Duties and Responsibilities**

### **Rehearsals and Show Running**

- To lead, schedule and manage rehearsals, technical and understudy rehearsal periods.
- To manage and take responsibility for the day-to-day running of the production, including all performances.
- To control and oversee the running of all performances, ensuring that the agreed and established artistic and technical standards are maintained at all times.
- To learn and cover stage management tracks (except for book covering), where required, and ensure that the stage management team can internally/ self-sufficiently cover all tracks.
- To work with the Production Manager, Stage Manager and Heads of Technical Departments, to manage the technical maintenance costs of the production within budget during rehearsals and throughout the run.
- To work with the Stage Manager to oversee the prop and set maintenance that may be required by the stage management department.
- To liaise with the management and technical staff at the venue before and during the run and to support communication between the technical/stage management team and venue staff.
- To support the Production Manager and Stage Manager with co-ordinating the fit-up and get-out, managing venue crew and participating as an active member of the team, working to support and assist staff in other departments where necessary and providing support and assistance to cover days off.
- Working closely with the Associate and Assistant Directors to ensure that the production maintains the standards set by the creative team.

### **Company Management**

- To manage the technical teams alongside technical heads of department, ensuring the scheduling of staff and the production is as required.
- To monitor, record and review working hours across the company, stage management and show's technical teams in line with Working Time Directive.
- To schedule days off for the technical/stage management teams, as required.
- To ensure that all company members' schedules are managed in line with their contracted hours and liaise with the General Management office on any issues in a timely manner.
- With General Management team, to support access requirements of the company and production team.
- To liaise extensively with the General Management office ensuring a smooth flow of information between the General Management office and the company and technical/stage management team.
- To always ensure the welfare and safety of the company and staff.
- To actively sign-post where pastoral or medical care is required for any member of the cast, stage management, technical staff or freelancers on the production.
- To arrange any medical treatment in liaison with General Management and the venue and support and organise the weekly physio and welfare needs of the company.

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- To ensure first class administrative procedures during the run: keeping company timesheets, submitting payroll information for all company members employed by the Producers, including cast, stage management and technical staff.
- To keep and account for all petty cash on a weekly basis and to distribute subsistence if necessary.
- To assist the recruitment of new staff where required, and to plan the training and induction of new staff.
- To participate in disciplinary procedures, if required.
- To manage company members' ticket requests in line with the Producer's protocol.

## **Press, Learning and Participation**

- To supervise and arrange extra events such as filming, photo shoots, educational workshops, post-show events, assisted and access performances, and any other contextual or publicity events as required, alongside the General Manager.

## **General Responsibilities**

- To lead on instilling an inclusive and anti-racist culture in rehearsals and during the run.
- To carry out careful observation and have an active involvement in all production related risk assessments
- To carry out all other duties normally associated with the role of Company Manager of a first-class production.
- To create and encourage a supportive and positive backstage environment for the cast and crew.
- To be an active member of the team, working to support and assist staff as required, and providing support and assistance to cover days off.
- To work collaboratively with head of other departments, and to attend and lead HOD meetings.
- To comply with the various policies of the Producer and the venue on Safeguarding, Social Media, Equal Opportunities, Harassment, Sustainability, Smoking, Alcohol, Drugs and Health and Safety.
- To always comply with the Producer's policies and general operational standards and procedures (e.g. Licensing Laws, Equal Opportunities, Data Protection, Health and Safety, etc.)
- Supporting Producer's commitment to making its productions accessible to all, and its commitment to provide assisted performances.
- A commitment to diversity and inclusion, and to creating a working atmosphere, in the rehearsal room and during the run, where all feel supported and empowered to deliver their best work.

## **Person Specification**

- Extensive Company Manager experience on a large-scale West End production or equivalent.
- A good working knowledge of union agreements.
- Extensive team management experience including but not limited to line-management, schedule management and pastoral care.
- Able to demonstrate administrative efficiency, excellent focus and organisational skills, being numerate and computer literate, with a particular ability to work in Microsoft Excel, and managing budgets and tracking expenditure.
- Awareness of the latest techniques and relevant regulations as applied to the preparation and staging of major productions, and with a demonstrable record in the supervision of productions at the highest artistic and technical level.
- Awareness of current Health & Safety legislation.
- Strong interpersonal skills with the ability to manage creative individuals and lead and organise large teams.

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- Proactive and energetic, able to work with commitment and dedication to find solutions.
- A proven track record in the supervision of productions at the highest artistic and technical level.
- An excellent communicator and listener. Empathic, fair, caring, firm, resilient, and with the ability to manage creative individuals and teams. Able to demonstrate warmth and discretion.
- Flexible and self-motivated with the ability to work well with actors, and other theatre staff.
- A calm and practical approach to technical trouble-shooting.
- Ability to lead and organise staff, with empathy and discretion.
- Ability to work under pressure.
- Good communication and organisational skills.
- A desire to work in and uphold an actively anti-racist and inclusive working environment.
- Ability to handle confidential information with discretion.